

# ਪ੍ਰਸਪੈਕਟਸ

# Prospectus

**Session : 2011**

- **Certificate Course in Sri Guru Granth Sahib**  
ਸਰਟੀਫਿਕੇਟ ਕੋਰਸ ਇਨ ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ
- **Punjabi Gyan (Certificate Course in Punjabi)**  
ਪੰਜਾਬੀ ਗਿਆਨ (ਸਰਟੀਫਿਕੇਟ ਕੋਰਸ ਇਨ ਪੰਜਾਬੀ)

**Price : Rs. 100/-**  
**US \$ 3 or Pounds 2 (for Foreign Students)**

**Department of Distance Education**  
**Punjabi University, Patiala 147 002**

(Established under Punjab Act No. 35 of 1961)

## **IMPORTANT NOTE**

- (i) The rules incorporated in this Prospectus are subject to the overriding effect of the relevant Regulations, Rules and Ordinances contained in the Punjabi University Calendar as also the resolutions adopted by the Academic Council/Syndicate. In case of any inconsistency between what is said in Prospectus and that in the Regulations, Rules and Ordinances etc. the latter shall prevail.
- (ii) If there is any ambiguity, the decision of the Vice-Chancellor will prevail.
- (iii) All disputes arising from this document or connected therewith are subject to the territorial jurisdiction of courts situated at Patiala only and to the exclusion of all other courts.
- (iv) It has come to our notice that there are some private bodies/institutions who pose themselves as agents of this University and collect application forms and fee etc. from candidates and promise them admission to this Department and take responsibility of paying fee etc., on their behalf. Since this University has no such agents, candidates willing to join any course of this Department are advised to correspond and remit the fee and send application forms, etc., direct to the Department of Distance Education, Punjabi University, Patiala.
- (v) The Department remains closed on Saturday, Sunday and other gazetted holidays.
- (vi) Office Hours : 9:15 a.m. to 5:00 p.m. with lunch break from 1:00 p.m. to 1:30 p.m.



Head

**Dr. Tejinder Kaur**

Department of Distance Education

Punjabi University, Patiala

Phone No. : 0175-3046425

## **CONTENTS**

	<b>Page No.</b>
Important Dates	3
University Dhuni	4
Welcome	5-6
Department of Distance Education	7
Introduction	6-7
Academic Staff	9-10
Certificate Course in Sri Guru Granth Sahib	11
Punjabi Gyan	12
Courses offered and fee by the Department	13-15
Administrative Staff	

**Important Dates**  
**Session (July to December-2011)**

Without Late Fee : 15-07-2011  
With Late Fee of Rs 500/- : 25-07-2011  
Examination : December-2011

---

**Note :** Admission fee should be submitted by demand draft in favour of Registrar, Punjabi University, Patiala crossed as 'co' payable at Patiala or through core banking.

---

**Note :** Examination fee should be submitted in cash at the University cash counter or by Demand Draft in favour of Registrar, Punjabi University, Patiala payable at Patiala.

---

**Note :** Admission Form & Fee & Examination Form & Fee should be submitted together.

---

**Department of Distance Education**

Head : Dr. Tejinder Kaur 0175-3046425  
Prof. of English, Dept. of Distance Education

Co-ordinator : Dr. Satnam Singh Sandhu 0175-3046474  
Prof. of Punjabi, Dept. of Distance Education

Co-ordinator : Dr. Rajinder Pal Singh 0175-3046458  
Prof. & Head, Dept. of Punjabi

Co-ordinator : Dr. Sarbjinder Singh 0175-3046442  
Prof. Dept. of Shri Guru Granth Sahib Studies

## ਯੂਨੀਵਰਸਿਟੀ ਧੁਨੀ ਆਸਾ ਮਹਲਾ ॥੧॥ ਚਉਪਦੇ

ਵਿਦਿਆ ਵੀਚਾਰੀ ਤਾਂ ਪਰਉਪਕਾਰੀ ॥  
ਜਾ ਪੰਚ ਰਾਸੀ ਤਾਂ ਤੀਰਥਿ ਵਾਸੀ ॥੧॥  
ਘੁੰਘਰੂ ਵਾਜੈ ਜੇ ਮਨੁ ਲਾਗੈ ॥  
ਤਉ ਜਮੁ ਕਹਾ ਕਰੇ ਮੇ ਸਿਉ ਆਗੈ ॥੧॥ ਰਹਾਉ ॥  
ਆਸ ਨਿਰਾਸੀ ਤਉ ਸੰਨਿਆਸੀ ॥  
ਜਾ ਜਤੁ ਜੋਗੀ ਤਾਂ ਕਾਇਆ ਭੋਗੀ ॥੨॥  
ਦਇਆ ਦਿਗੰਬਰੁ ਦੇਹ ਬੀਚਾਰੀ ॥  
ਆਪਿ ਮਰੈ ਅਵਰਾ ਨਹ ਮਾਰੀ ॥੩॥  
ਏਕੁ ਤੂ ਹੋਰਿ ਵੇਸ ਬਹੁਤੇਰੇ ॥  
ਨਾਨਕੁ ਜਾਣੈ ਚੋਜ ਨ ਤੇਰੇ ॥੪॥੨੫॥

(ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ, ਅੰਗ ੩੫੬)

### English Translation of University Dhuni

True learning *induces in the mind* service of mankind.  
One subduing the five passions has truly taken abode at holy  
bathing-spots (1)  
The mind attuned *to the infinite* is the true singing of  
ankle-bells *in ritual dances*.  
With this how dare Yama intimidate me in  
the hereafter ? (Pause 1)  
One renouncing desire is the true Sanayasi.  
From continence comes true joy of living in the body (2)  
One contemplating to subdue the flesh is the truly  
Compassionate Jain ascetic.  
Such a one subduing the self, forbears harming others. (3)  
Thou Lord, art one and Sole.  
Many Thy forms-  
The manifold play beyond Nanak's comprehension. (4) (25)

(Translated by Gurbachan Singh Talib)

## ਜੀ ਆਇਆਂ ਨੂੰ

ਪਿਆਰੇ ਵਿਦਿਆਰਥੀ,

ਤੁਸੀਂ ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਡਿਪਾਰਟਮੈਂਟ ਆਫ ਡਿਸਟੈਂਸ ਐਜੂਕੇਸ਼ਨ ਨੂੰ ਦਾਖਲਾ ਲੈਣ ਲਈ ਚੁਣਿਆ ਹੈ, ਬਹੁਤ ਬਹੁਤ ਮੁਬਾਰਕ ! ਵਿਭਾਗ ਤੁਹਾਡਾ ਸਵਾਗਤ ਕਰਦਾ ਹੈ। ਸਿੱਖਿਆ ਸ਼ਾਸਤਰੀਆਂ ਦਾ ਵਿਚਾਰ ਹੈ ਕਿ ਡਿਸਟੈਂਸ ਐਜੂਕੇਸ਼ਨ ਇੱਕੀਵੀਂ ਸਦੀ ਦੀ ਸਭ ਤੋਂ ਵੱਧ ਪ੍ਰਚੱਲਤ ਅਤੇ ਸਭ ਤੋਂ ਵੱਧ ਹਰਮਨ-ਪਿਆਰੀ ਪ੍ਰਣਾਲੀ ਸਿੱਧ ਹੋਵੇਗੀ। ਰਵਾਇਤੀ ਸਿੱਖਿਆ ਵਿੱਚ ਕਲਾਸਾਂ ਵਿੱਚ ਪੜ੍ਹਾਉਣ 'ਤੇ ਜ਼ੋਰ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ। ਡਿਸਟੈਂਸ ਐਜੂਕੇਸ਼ਨ ਵਿੱਚ ਸਿੱਖਣ 'ਤੇ ਵਧੇਰੇ ਜ਼ੋਰ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ। ਡਿਸਟੈਂਸ ਐਜੂਕੇਸ਼ਨ ਰਾਹੀਂ ਪੜ੍ਹ ਰਿਹਾ ਵਿਦਿਆਰਥੀ ਸਕਰਮਕ ਭੂਮਿਕਾ ਨਿਭਾਉਂਦਾ ਹੈ। 'ਆਪਣੇ ਹੱਥੀਂ ਆਪਣਾ ਆਪੇ ਹੀ ਕਾਜ ਸਵਾਰੀਐ' ਦੀ ਧਾਰਨਾ 'ਤੇ ਟੇਕ ਰੱਖਦਾ ਹੋਇਆ ਉਹ ਆਪੇ ਹੀ ਪੜ੍ਹਦਾ ਹੈ ਅਤੇ ਆਪੇ ਹੀ ਸਿੱਖਦਾ ਹੈ। ਵਿਭਾਗ ਇਸ ਪ੍ਰਕਿਰਿਆ ਵਿੱਚ ਵਿਦਿਆਰਥੀ ਦੀ ਹਰ ਸਹਾਇਤਾ ਕਰਦਾ ਹੈ। ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੜ੍ਹਨ-ਲਿਖਣ ਅਤੇ ਸਵੈ-ਪ੍ਰਗਟਾਵੇ ਦਾ ਨਿਰੰਤਰ ਅਭਿਆਸ ਕਰਵਾਇਆ ਜਾਂਦਾ ਹੈ।

ਤੁਹਾਡੀ ਸੁਵਿਧਾ ਲਈ ਸਾਰੇ ਸਿਲੇਬਸ ਨਾਲ ਸਬੰਧਿਤ ਪਾਠ ਸਮੱਗਰੀ ਤੁਹਾਨੂੰ ਚਾਰ ਕਿਸਮਤਾਂ ਵਿੱਚ ਪਹੁੰਚਾਈ ਜਾਵੇਗੀ। ਪਹਿਲੀ ਕਿਸਮਤ ਦਾਖਲਾ ਖ਼ਤਮ ਹੁੰਦਿਆਂ ਸਾਰ ਅਤੇ ਆਖਰੀ ਕਿਸਮਤ ਫਰਵਰੀ ਤੱਕ ਪਹੁੰਚਾਣ ਦਾ ਟੀਚਾ ਸਿੱਖਿਆ ਰਿਹਾ ਹੈ। ਪਾਠ ਸਮੱਗਰੀ ਵਿਸ਼ਾ ਮਾਹਿਰਾਂ ਤੋਂ ਤਿਆਰ ਕਰਵਾਈ ਜਾਂਦੀ ਹੈ। ਹਰ ਵਿਸ਼ੇ ਨਾਲ ਸਬੰਧਿਤ ਵਿਭਾਗ ਵਿੱਚ ਨਿਪੁੰਨ ਅਧਿਆਪਕ ਹਨ ਜੋ ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਸਹਾਇਤਾ ਲਈ ਹਰ ਵਕਤ ਤਿਆਰ ਰਹਿੰਦੇ ਹਨ।

ਚੰਗੇ ਇਨਸਾਨਾਂ ਨੂੰ ਚੰਗੀਆਂ ਪਰੰਪਰਾਵਾਂ ਸਿਰਜਣ ਲਈ ਸਦਾ ਯਤਨਸ਼ੀਲ ਰਹਿਣਾ ਚਾਹੀਦਾ ਹੈ। ਸਾਡੀ ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਵਾਈਸ-ਚਾਂਸਲਰ, ਡਾ. ਜਸਪਾਲ ਸਿੰਘ ਵਿਲੱਖਣ ਸ਼ਖਸੀਅਤ ਦੇ ਧਾਰਨੀ ਹਨ। ਇਹਨਾਂ ਨੇ ਆਪਣੇ ਜੀਵਨ ਪੰਥ 'ਤੇ ਤੁਹਾਦਿਆਂ ਸੱਚ ਬੋਲਿਆ ਅਤੇ ਸੱਚ ਕਮਾਇਆ ਹੈ।

## WELCOME TO STUDENTS

Dear Student

I, on behalf of all the teachers of the Department of Distance Education, Punjabi University, Patiala congratulate you on seeking admission to the Department and extend you a warm welcome. You are not our student only, you are our ambassador also. Your satisfaction is our cause and commitment. Learning through the Distance Education system, is going to be a new experience for some of you and I earnestly wish and hope that you enjoy it and find it useful.

You have become a part of the student brotherhood of Punjabi University, Patiala. The University has embarked under the dynamic leadership of Vice-Chancellor Sardar Jaspal Singh on an innovative programme of 'reaching the unreachable' and is making all efforts to help the underprivileged young ones from rural areas to weave and achieve their dreams.

The last three decades are marked by explosion of student population at the school as well as at the college stage. There is a paradigm shift from the teacher to the learner in the learning world. The new philosophy lays more stress on the learner's, autonomy rather than the teacher's autocracy. Greatest stress on learner is given by this department of the University.

India is a vast country, with 70 percent of people living in villages. About 50 percent of them are illiterate and the opportunities for formal education are far too inadequate. Prevailing formal system of education is not sufficient to meet the demand of masses and bring equity in education. Constraints in terms of human resources and finances has resulted in an

ਇਹਨਾਂ ਦਾ ਵਿਦਿਆਰਥੀਆਂ ਪ੍ਰਤੀ ਨਰਮ ਦਿਲ ਅਤੇ ਮੋਹ ਭਰਿਆ ਵਤੀਰਾ ਹੈ। ਉਹ ਖਿੱਤੇ ਦੀਆਂ ਭਾਵਨਾਵਾਂ ਅਤੇ ਇੱਛਾਵਾਂ ਨੂੰ ਭਲੀਭਾਂਤ ਸਮਝਦੇ ਹਨ। ਉਹਨਾਂ ਦੀ ਯੋਗ ਅਗਵਾਈ ਅਤੇ ਵਿਲੱਖਣ ਸ਼ਖਸੀਅਤ ਦਾ ਪ੍ਰਭਾਵ ਯੂਨੀਵਰਸਿਟੀ ਦੀ ਹਰ ਗਤੀਵਿਧੀ ਤੋਂ ਝਲਕ ਰਿਹਾ ਹੈ।

ਦੂਰਵਰਤੀ ਸਿੱਖਿਆ ਪ੍ਰਣਾਲੀ ਨੂੰ ਦਿਲਚਸਪ ਬਣਾਉਣ ਅਤੇ ਵਿਅਕਤੀਗਤ ਛੇਹਾਂ ਦੇਣ ਲਈ ਵਿਦਿਆਰਥੀਆਂ ਲਈ ਨਿੱਜੀ ਸੰਪਰਕ ਪ੍ਰੋਗਰਾਮ ਆਯੋਜਿਤ ਕੀਤੇ ਜਾਂਦੇ ਹਨ। ਵਿਭਾਗ ਵਿੱਚ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਆਪਣੇ ਅਧਿਆਪਕਾਂ ਨਾਲ ਟੈਲੀਫੋਨ 'ਤੇ ਸੰਪਰਕ ਕਰਨ ਦੀ ਸੁਵਿਧਾ ਵੀ ਪ੍ਰਦਾਨ ਕੀਤੀ ਗਈ ਹੈ। ਅਧਿਆਪਕਾਂ ਦੇ ਦਿੱਤੇ ਗਏ ਫੋਨ ਨੰਬਰਾਂ 'ਤੇ ਤੁਸੀਂ ਸਵੇਰੇ 10:00 ਵਜੇ ਤੋਂ ਬਾਅਦ ਦੁਪਹਿਰ 2:00 ਵਜੇ ਤੱਕ ਸੰਪਰਕ ਕਰ ਸਕਦੇ ਹੋ ਜਾਂ ਇਸੇ ਸਮੇਂ ਦੌਰਾਨ ਨਿੱਜੀ ਤੌਰ 'ਤੇ ਵੀ ਮਿਲ ਸਕਦੇ ਹੋ। ਵਿਭਾਗ ਦੁਆਰਾ ਬਠਿੰਡਾ, ਬਰਨਾਲਾ, ਬਰੜਵਾਲ (ਧੂਰੀ) ਅਤੇ ਫਰੀਦਕੋਟ ਵਿਖੇ ਚਾਰ ਸਟੱਡੀ ਸੈਂਟਰ ਖੋਲ੍ਹੇ ਗਏ ਹਨ। ਤੁਹਾਨੂੰ ਇਨ੍ਹਾਂ ਤੋਂ ਲਾਭ ਉਠਾਉਣਾ ਚਾਹੀਦਾ ਹੈ।

ਇਹ ਵਿਭਾਗ ਤੁਹਾਡਾ ਆਪਣਾ ਹੈ, ਇਸ ਲਈ ਆਪਣੀ ਕੋਈ ਵੀ ਸਮੱਸਿਆ ਨਿਰਸੰਕੋਚ ਹੋ ਕੇ ਸਾਡੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆ ਸਕਦੇ ਹੋ। ਮੈਨੂੰ ਪੂਰਨ ਆਸ ਹੈ ਕਿ ਤੁਸੀਂ ਡਿਸਟੈਂਸ ਐਜੂਕੇਸ਼ਨ ਪ੍ਰਣਾਲੀ ਤੋਂ ਪੂਰਨ ਲਾਭ ਉਠਾਉਗੇ ਅਤੇ ਇਮਤਿਹਾਨ ਵਿੱਚ ਵੀ ਚੰਗੇ ਅੰਕ ਪ੍ਰਾਪਤ ਕਰੋਗੇ।

ਸ਼ੁਭ ਇੱਛਾਵਾਂ ਸਹਿਤ,

ਹਿਤੂ  
ਤੇਜਿੰਦਰ ਕੌਰ  
ਪ੍ਰੋਫੈਸਰ ਤੇ ਮੁਖੀ

alternative system of education for all. Instead of bringing students to the educational institutions, it was proposed to take the school to the students and, hence, the concept of Distance Education came into existence.

Department of Distance Education, the oldest and premier institute of this region, has been continuously striving since its inception to fulfil the educational needs of all those who did not choose to go to a regular college for one reason or the other. I hope your decision to pursue your education through Distance Education mode in the Department will come up to your expectations and help you to achieve your aims. An effort is made to make this distant interaction more personal by organising Personal Contact Programmes at regular intervals. The Department has extended the facility of interaction through telephones also. You can directly get in touch with your teachers on phones. You can also meet your teachers on any working day between 10.00 a.m. to 2.00 p.m. The Department has also four Study Centres located at Bathinda, Barnala, Faridkot and Bardwal (Dhuri). You can use the facilities available at these centres.

Once again extending a hearty welcome to you, I wish you all success and ensure you that the Department will make all out efforts to help you in achieving your goal. Let the heights be yours.

**(Tejinder Kaur)**  
Professor & Head  
Department of Distance Education

## 1. ਯੂਨੀਵਰਸਿਟੀ : ਜਾਣ-ਪਛਾਣ

30 ਅਪ੍ਰੈਲ, 1962 ਨੂੰ ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਐਕਟ 1961 ਤਹਿਤ ਸਥਾਪਿਤ ਕੀਤੀ ਗਈ ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ ਉੱਤਰੀ ਭਾਰਤ ਦੀਆਂ ਪ੍ਰਮੁੱਖ ਉੱਚ-ਸਿੱਖਿਆ ਸੰਸਥਾਵਾਂ ਵਿਚੋਂ ਇਕ ਹੈ। ਇਜ਼ਰਾਈਲ ਦੀ ਹੈਬਰੀਊ ਯੂਨੀਵਰਸਿਟੀ ਤੋਂ ਬਾਅਦ ਇਹ ਵਿਸ਼ਵ ਦੀ ਦੂਸਰੀ ਯੂਨੀਵਰਸਿਟੀ ਹੈ, ਜਿਸ ਦਾ ਨਾਮ ਇਸ ਭਾਸ਼ਾ ਦੇ ਨਾਂ ਉੱਪਰ ਰੱਖਿਆ ਗਿਆ ਹੈ। ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਦਾ ਮੁੱਖ ਉਦੇਸ਼ ਪੰਜਾਬੀ ਭਾਸ਼ਾ, ਸਾਹਿਤ ਤੇ ਸਭਿਆਚਾਰ ਨੂੰ ਵਿਕਸਿਤ ਤੇ ਉਤਸ਼ਾਹਿਤ ਕਰਨਾ ਮਿਥਿਆ ਗਿਆ ਹੈ ਪਰੰਤੂ ਹੁਣ ਇਹ ਇਕ ਬਹੁ-ਮੰਤਵੀ ਤੇ ਬਹੁ-ਦਿਸ਼ਾਵੀ ਸੰਸਥਾ ਵਜੋਂ ਵਿਕਸਿਤ ਹੋ ਚੁੱਕੀ ਹੈ, ਜਿਸ ਦੇ 55 ਅਧਿਆਪਨ ਤੇ ਖੋਜ ਵਿਭਾਗ ਮਾਨਵਿਕੀ, ਆਰਟਸ, ਸਾਇੰਸ ਤੇ ਇੰਜਨੀਅਰਿੰਗ ਆਦਿ ਵਿਵਿਧ ਵਿਸ਼ਿਆਂ ਨਾਲ ਸਬੰਧਤ ਵਿਦਿਆਰਥੀਆਂ ਤੇ ਖੋਜਾਰਥੀਆਂ ਨੂੰ ਵਿਸ਼ਵ-ਪੱਧਰ ਦੀਆਂ ਸੁਵਿਧਾਵਾਂ ਪ੍ਰਦਾਨ ਕਰ ਰਹੇ ਹਨ। ਇਸ ਦੁਆਰਾ ਸ਼ੁਰੂ ਕੀਤੇ ਗਏ ਅਤੇ ਵਿਚਾਰ ਅਧੀਨ ਖੋਜ-ਪ੍ਰਾਜੈਕਟਾਂ ਦੇ ਮੁਲਾਂਕਣ ਉਪਰੰਤ ਯੂ.ਜੀ.ਸੀ. ਦੀ ਇਕ ਖੁਦਮੁਖਤਿਆਰ ਸੰਸਥਾ ਨੈਕ (N.A.A.C.) ਦੁਆਰਾ ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਨੂੰ 'ਏ' ਗ੍ਰੇਡ ('A' Grade) ਪ੍ਰਾਪਤ ਹੋਣ ਦਾ ਮਾਣ ਵੀ ਹਾਸਲ ਹੈ।

ਪਟਿਆਲਾ-ਚੰਡੀਗੜ੍ਹ ਸੜਕ 'ਤੇ ਸ਼ਹਿਰ ਦੇ ਸ਼ੇਰ ਸ਼ਰਾਬੇ ਤੋਂ ਬਾਹਰ ਤਕਰੀਬਨ 316 ਏਕੜ 'ਤੇ ਫੈਲਿਆ, ਆਧੁਨਿਕ ਤਰੀਕੇ ਨਾਲ ਵਿਉਂਤਿਆ-ਸ਼ਿੰਗਾਰਿਆ ਵਿਸ਼ਾਲ ਯੂਨੀਵਰਸਿਟੀ ਕੈਂਪਸ ਸਥਿਤ ਹੈ। ਇਹ ਕੈਂਪਸ ਖੂਬਸੂਰਤ ਇਮਾਰਤਾਂ ਦਾ ਇਕ ਖੂਬਸੂਰਤ ਨਜ਼ਾਰਾ ਪੇਸ਼ ਕਰਦਾ ਹੈ। ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਭਵਨ ਇਸ ਦੀ ਸ਼ਾਨ ਨੂੰ ਚਾਰ ਚੰਨ ਲਗਾਉਂਦਾ ਹੈ।

## 2. ਡਿਸਟੈਂਸ ਐਜੂਕੇਸ਼ਨ ਵਿਭਾਗ

1968 ਈ. ਵਿਚ ਸਥਾਪਿਤ ਕੀਤਾ ਗਿਆ ਯੂਨੀਵਰਸਿਟੀ ਦਾ ਡਿਸਟੈਂਸ ਐਜੂਕੇਸ਼ਨ ਵਿਭਾਗ ਦੂਰਵਰਤੀ ਪੱਧਰੀ ਦੁਆਰਾ ਸਿੱਖਿਆ ਪ੍ਰਦਾਨ ਕਰਨ ਵਾਲੀ ਇਕ ਮੋਢੀ ਸੰਸਥਾ ਹੈ। ਗੈਰ-ਰਸਮੀ ਸਿੱਖਿਆ ਪੱਧਰੀ ਨੂੰ ਅਪਣਾਉਣ ਵਾਲਾ ਦੇਸ਼ ਭਰ ਵਿਚ ਆਪਣੀ ਕਿਸਮ ਦਾ ਇਹ ਦੂਜਾ ਅਤੇ ਹੋਰ ਵੀ ਮਾਣ ਵਾਲੀ ਗੱਲ ਹੈ ਕਿ ਇਕ ਖੇਤਰੀ ਭਾਸ਼ਾ (ਪੰਜਾਬੀ) ਨੂੰ ਅਧਿਆਪਨ ਤੇ ਪ੍ਰੀਖਿਆ ਦਾ ਮਾਧਿਅਮ ਬਣਾਉਣ ਵਾਲਾ ਦੇਸ਼ ਦਾ ਇਹ ਪਹਿਲਾ ਵਿਭਾਗ ਹੈ। ਆਪਣੀ ਸਥਾਪਨਾ ਸਮੇਂ ਤੋਂ ਹੀ ਵਿਭਾਗ (ਵਿਦਿਆਰਥੀਆਂ ਦੀਆਂ ਬਰੂਹਾਂ 'ਤੇ) 'ਕੁਆਲਿਟੀ ਐਜੂਕੇਸ਼ਨ' ਪ੍ਰਦਾਨ ਕਰਦਾ ਹੋਇਆ ਉਚੇਰੀ ਸਿੱਖਿਆ ਦੇ ਖੇਤਰ ਵਿਚ ਮਹੱਤਵਪੂਰਨ ਯੋਗਦਾਨ ਪਾਉਂਦਾ ਆ ਰਿਹਾ ਹੈ। ਹੁਣ ਇਸ ਵਿਭਾਗ ਵੱਲੋਂ 39 ਅਕਾਦਮਿਕ ਕੋਰਸ ਚਲਾਏ ਜਾ ਰਹੇ ਹਨ ਅਤੇ ਹਰ ਸਾਲ ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਗਿਣਤੀ ਦਸ ਤੋਂ ਬਾਰਾਂ ਹਜ਼ਾਰ ਦੇ ਦਰਮਿਆਨ ਰਹਿੰਦੀ ਹੈ।

ਵਿਭਾਗ ਦੇ ਸਮੂਹ ਅਧਿਆਪਕਾਂ ਤੇ ਕਰਮਚਾਰੀਆਂ ਦੇ ਸਹਿਯੋਗ ਨਾਲ ਵਿਭਾਗ ਆਪਣਾ ਕੰਮ ਕਾਜ ਇੰਨੀ ਸਫਲਤਾ ਪੂਰਵਕ ਚਲਾ ਰਿਹਾ

## I. THE UNIVERSITY : INTRODUCTION

Punjabi University Patiala, one of the premier institutions of higher education in the north of India, was established on 30th April, 1962 under the Punjab Act No. 35 of 1961. This is the second University in the world to be named after a language, the first being Hebrew University of Israel. Although initially the main task before the university was to develop and promote the language, literature and culture of the Punjabi people, it has since evolved into a multi-faceted, multi-faculty educational institution with over fifty five teaching and research departments covering disciplines in Humanities, Arts and Sciences.

The Punjabi University takes pride in the achievement of "A" Grade status awarded by the NAAC, an autonomous body of the UGC.

The University has a modern well planned campus situated on Patiala-Chandigarh road. Sprawling across 316 acres, the campus is away from the din and noise of the city markets and roads. It presents a splendid sight of a complex of beautiful buildings which include the famous Guru Gobind Singh Bhawan.

## 2. THE DEPARTMENT OF DISTANCE EDUCATION

The Department of Distance Education was established in 1968 and has been a pioneer institute imparting education through the distant mode and has been the second institute in the country to adopt the non-formal mode of imparting education. For the first time in the country, this Department offered regional language as the medium of instruction and examination. Presently, the Department is managing 39 multi-faculty programmes. Student enrolment in the Department is as high as ten to twelve thousand every year.

The success story of the Department can be judged from the fact that it has reached the zenith not only amongst the Distance Education

ਹੈ ਅਤੇ ਹੁਣ ਇਸ ਨੇ ਨਾ ਕੇਵਲ ਭਾਰਤ ਦੀਆਂ ਡਿਸਟੈਂਸ ਐਜੂਕੇਸ਼ਨ ਸੰਸਥਾਵਾਂ ਵਿਚ ਆਪਣਾ ਸਿਰਮੌਰ ਸਥਾਨ ਬਣਵਾਇਆ ਹੈ, ਬਲਕਿ ਅੰਤਰ-ਰਾਸ਼ਟਰੀ ਪੱਧਰ 'ਤੇ ਵੀ ਨਾਂ ਕਮਾਇਆ ਹੈ। ਫਲਸਰੂਪ ਵਿਦੇਸ਼ਾਂ ਤੋਂ ਵੀ ਵਿਦਿਆਰਥੀ ਵਿਭਾਗ ਦੇ ਵਿਭਿੰਨ ਕੋਰਸਾਂ ਵਿਚ ਦਾਖਲਾ ਲੈਂਦੇ ਹਨ।

ਬੀਤੇ ਵਰ੍ਹਿਆਂ ਦੌਰਾਨ ਡਿਸਟੈਂਸ ਐਜੂਕੇਸ਼ਨ ਵਿਭਾਗ ਵਿਦਿਆਰਥੀਆਂ ਦੀਆਂ ਕੋਰਸਾਂ ਵਿੱਚ ਸਫਲਤਾਵਾਂ ਵਿਭਾਗ ਲਈ ਮਾਣ ਅਤੇ ਯੂਨੀਵਰਸਿਟੀ ਲਈ ਸਨਮਾਨ ਵਾਲੀ ਗੱਲ ਹੈ।

### ਡਿਸਟੈਂਸ ਐਜੂਕੇਸ਼ਨ ਦੀਆਂ ਪ੍ਰਮੁੱਖ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ

1. ਪ੍ਰਤਿਸ਼ਠਿਤ ਵਿਦਵਾਨਾਂ ਤੋਂ ਲਿਖਵਾਏ ਗਏ ਯੋਜਨਾ-ਬੱਧ ਪਾਠ, ਜਿਹੜੇ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਸਮੇਂ ਸਿਰ ਭੇਜੇ ਜਾਂਦੇ ਹਨ।
2. ਵਿਦਿਆਰਥੀਆਂ ਦੇ ਉੱਤਰ-ਪੱਤਰਾਂ/ਪ੍ਰੋਜੈਕਟਾਂ ਦਾ ਨਿਯਮਤ ਅਤੇ ਕੁਸ਼ਲ ਮੁਲਾਂਕਣ (ਵਿਦਿਆਰਥੀਆਂ ਵੱਲੋਂ ਪਾਠ ਦੇ ਅੰਤ ਵਿਚ ਦਿੱਤੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਉੱਤਰ)।
3. ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਨਿੱਜੀ ਗਿਆਨ, ਜ਼ਰੂਰੀ ਹਦਾਇਤਾਂ, ਉਨ੍ਹਾਂ ਨਾਲ ਵਿਚਾਰ-ਵਟਾਂਦਰਾ ਅਤੇ ਉਤਸ਼ਾਹਿਤ ਕਰਨ ਲਈ ਨਿੱਜੀ ਸੰਪਰਕ ਪ੍ਰੋਗਰਾਮ ਲਗਾਏ ਜਾਂਦੇ ਹਨ।
4. ਕਿਤਾਬਾਂ ਅਤੇ ਹੋਰ ਸਮੱਗਰੀ ਵਿਭਾਗ ਦੀ ਲਾਇਬ੍ਰੇਰੀ ਵਿਚੋਂ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ।
5. ਵਿਦਿਆਰਥੀਆਂ ਲਈ ਲਾਇਬ੍ਰੇਰੀ ਦੀਆਂ ਸੁਵਿਧਾਵਾਂ ਲਈ ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ ਰਿਜ਼ਨਲ ਸੈਂਟਰ, ਬਠਿੰਡਾ; ਸਰਕਾਰੀ ਬਰਜਿੰਦਰਾ ਕਾਲਜ, ਫਰੀਦਕੋਟ; ਐਸ. ਡੀ. ਕਾਲਜ, ਬਰਨਾਲਾ ਅਤੇ ਦੇਸ਼ ਭਗਤ ਕਾਲਜ, ਬਰੜਵਾਲ (ਧੂਰੀ), ਅਨੰਦਪੁਰ ਸਾਹਿਬ ਅਤੇ ਅਹਿਮਦਾਬਾਦ ਵਿਖੇ ਵਿਭਾਗ ਦੁਆਰਾ ਲਾਇਬ੍ਰੇਰੀ ਅਧਿਐਨ ਕੇਂਦਰ ਸਥਾਪਿਤ ਕੀਤੇ ਗਏ ਹਨ।
6. ਪੋਸਟ ਗ੍ਰੈਜੂਏਟ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪਾਠਾਂ ਅਤੇ ਭਾਸ਼ਣਾਂ ਰਾਹੀਂ ਮੁਹੱਈਆ ਕੀਤੀ ਗਈ ਸਮੱਗਰੀ ਨੂੰ ਹੋਰ ਪ੍ਰਭਾਵਸ਼ਾਲੀ ਬਣਾਉਣ ਲਈ ਸਹਾਇਕ ਸਮੱਗਰੀ ਅਤੇ ਵੀਡੀਓ ਲੈਸਨਜ਼ ਰਾਹੀਂ ਵੀ ਸਹਾਇਤਾ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ।
7. ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਜਾਣਕਾਰੀ ਵਧਾਉਣ ਲਈ ਹਰ ਪਾਠ ਦੇ ਅਖੀਰ 'ਤੇ ਮਹੱਤਵਪੂਰਨ ਪ੍ਰਸ਼ਨ ਦਿੱਤੇ ਜਾਂਦੇ ਹਨ।

departments of the country but also at an international level. There is a continuous increase in the number of foreign students enrolled in various courses run by the Department.

The Department is proud of its students who have always performed exceptionally well in the University Examinations, lending credence to the fact that the distance mode of learning is second to none.

### SALIENT FEATURES OF DISTANCE EDUCATION

1. Carefully planned lessons written by eminent scholars are supplied to the students in printed form through regular despatches.
2. Regular and efficient evaluation of Response-Sheets/Projects submitted by the students is done by the department teachers.
3. Personal Contact Programmes to provide intensive classroom instructions, discussions and personal guidance to the students.
4. Text books and other reading material is issued from a well-equipped Departmental Library.
5. Library facility is also available for the students at Library-cum-Study Centres established by the Department at Punjabi University Regional Centre, Bathinda, Government Barjindra College, Faridkot, S.D. College, Barnala and Desh Bhagat College, Bardwal (Dhuri), Anandpur Sahib and Ahmedabad.
6. Reference material is supplied to the post-graduate students to supplement the instructions imparted through lessons, lectures & video lessons.
7. The prepared lessons include suggested readings and important questions at the end to motivate candidates to read independently and supplement their knowledge.

**ACADEMIC STAFF DEPARTMENT OF DISTANCE EDUCATION**

**HEAD**

Dr. Tejinder Kaur 304-6425  
M.A., M.Phil., Ph.D.,  
Diploma in Distance Education

**PUNJABI**

**PROFESSORS**

1. Dr. Bhupinder Singh Khaira 304-6283  
M.A.(Linguistics & Pbi), Ph.D.(Retd.)
2. Dr. Mann Singh Dhindsa 304-6447  
M.A., Ph.D.
3. Dr. Nasib Singh (Retd.) 304-6269  
M.A., M.Phil., Ph.D.
4. Dr. Gurdev Singh Chandi 304-6253  
M.A., M.Phil, Ph.D., PGDCA.
5. Dr. Baldev Singh Dhaliwal 304-6261  
M.A., M.Phil., Ph.D.
6. Dr. Satnam Singh Sandhu 304-6474  
M.A., M.Phil., Ph.D., PGDCA, MBA

**READERS**

1. Dr. Harjot Kaur 304-6267  
M.A., M.Phil., Ph.D.

**LECTURERS**

1. Dr. Tara Singh 304-6260  
M.A., Ph.D.
2. Ms. Gurpreet Kaur 3046256  
M.A. (Pbi Hons & History)  
M.Phil., PGDCA

**ENGLISH**

**PROFESSORS**

1. Dr. Tejinder Kaur 304-6425  
M.A., M.Phil., Ph.D.,  
Diploma in Distance Education.
2. Dr. Paramjit Kaur 304-6478  
M.A., M.Phil., Ph.D.,  
Diploma in Distance Education.
3. Dr. Sharan Pal Singh 304-6245  
M.A., M.Phil., Ph.D.

**READER**

1. Dr. Nirmal Bajaj (Retd.) 304-6258  
M.A., M.Phil., Ph.D.

**LECTURER**

1. Dr. Shivani Thakkar 304-6270  
M.A., M.Phil., Ph.D

**HINDI**

**READER**

1. Dr. Harisimran Kaur 304-6484  
M.A., M.Phil., Ph.D.

**LECTURER**

1. Dr. Surinderpal Kaur 304-6446  
M.A., Ph.D.

**ECONOMICS**

**PROFESSORS**

1. Dr. Vipra Chopra (Retd.) 304-6471  
M.A. (Hon's School in Eco.),  
M.Litt., Ph.D.
2. Dr. Kanwaljit Kaur Gill 304-6221  
M.A., M.Phil., Ph.D.
3. Dr. Balbir Singh 304-6223  
M.A., M.Phil., LL.B., Ph.D.
4. Dr. Anita Gill 304-6418  
M.Sc. (Hon's School in Eco.),  
M.Phil., Ph.D.
5. Dr. Harvinder Kaur 304-6216  
M.A., M.Phil., Ph.D.

**LECTURER**

1. Dr. Manisha 304-6216  
M.A., Ph.D.

**HISTORY**

**PROFESSORS**

1. Dr. S. M. Verma (Retd.) 304-6401  
M.A., M.Litt., Ph.D.
2. Dr. Nazar Singh 304-6486  
M.A., Ph.D.

**LECTURERS**

1. Ms. Gurkiranjit Kaur Grewal 304-6243  
M.A.
2. Ms. Kanwaljit Kaur 304-6280  
M.A., M.Phil.

**POLITICAL SCIENCE**

**PROFESSORS**

1. Dr. Rajinder Kaur (Retd.) 304-6424  
M.A., M.Phil., Ph.D.

2. Dr. Jamshed Ali Khan	304-6473	2. Dr. Pushpinder Kaur	304-6214
M.A., M.Phil., Ph.D.		M.A. (Edu. & Pbi), M.Phil., Ph.D.	
3. Dr. Sansar Singh	304-6211	3. Dr. Harinder Kaur Sodhi	304-6236
M.A., M.Phil., Ph.D.		M.A.(Pbi&Sociology), M.Ed., Ph.D., PGDCA	
4. Dr. Navtej Kaur (Retd.)	304-6232	4. Mrs. Amita Rani	304-6446
M.A., M.Phil., Ph.D.		M.Ed., M.Phil.	
<b>READERS</b>		5. Mrs. Tasneem Khan	304-6215
1. Dr. Paramjit Kaur Gill	304-6422	M.Ed., M.Phil.	
M.A., Ph.D.		6. Ms. Ishtdeep Kaur	304-6215
2. Dr. Lakhwinder Singh	304-6268	M.Ed.	
M.A.(Pol. Sc. & Soc.), LL.B., Ph.D.			
<b>LECTURERS</b>		<b>COMMERCE</b>	
1. Sh. Ajit Pal Singh	304-6477	<b>PROFESSOR</b>	
M.A., B.Ed.		1. Dr. Ritu Lehal	304-6485
2. Sh. Gurpreet Singh Brar		M.Com., M.Phil., Ph.D.	
3. Dr. Hardev Singh		<b>READER</b>	
M.A.(Pol.Sci.), M.Phil, Ph.D.		1. Dr. Shailinder Sekhon	304-6274
		M.Com., Ph.D.	
<b>MATHEMATICS</b>		<b>LECTURERS</b>	
<b>LECTURER</b>		1. Dr. Harpreet Kaur	304-6250
1. Ms Amanpreet Kaur	304-6276	M.Com., Ph.D.	
M.Sc., M.Phil.		2. Dr. Harpreet Kaur Kohli	304-6485
		M.Com., Ph.D	
<b>PSYCHOLOGY</b>		<b>JOURNALISM AND MASS COMMUNICATION</b>	
<b>LECTURER</b>		<b>LECTURER</b>	
1. Ms. Naina Sharma	304-6270	1. Vacant	
M.A.			
<b>DEFENCE &amp; STRATEGIC STUDIES</b>		<b>COMPUTER SCIENCE</b>	
<b>LECTURER</b>		<b>LECTURER</b>	
1. Vacant		1. Mr. Dilraj Singh	304-6256
2. Vacant		M.Tech.	
		2. Mr. Vishal Singh	304-6477
<b>SOCIOLOGY</b>		MCA, M.Tech	
<b>LECTURER</b>		<b>RELIGIOUS STUDIES</b>	
1. Dr. Harinder Kaur	304-6449	<b>LECTURER</b>	
M.A., M.Phil., Ph.D.		1. Dr. Abnish Kaur	304-6275
		M.A., Ph.D.	
<b>PUBLIC ADMINISTRATION</b>		2. Mrs. Raminderjit Kaur	304-6280
<b>LECTURER</b>		M.A.(Religious Studies & English)	
1. Ms. Ravneet Kaur	304-6229		
M.A.		<b>LIBRARY AND INFORMATION SCIENCE</b>	
		1. Dr. Kulwinder Singh	304-6213
<b>EDUCATION</b>		M.A., M.Lib., Ph.D, PGDCA	
<b>LECTURERS</b>			
1. Dr. Manjit Kaur	304-6476		
M.A. (Eco.), LL.B., M.Ed.,			
M.Phil., Ph.D.			

**CERTIFICATE COURSE IN SRI GURU GRANTH SAHIB**  
(ਸਰਟੀਫਿਕੇਟ ਕੋਰਸ ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ)

1. **Duration** : 6 Months (July-December)
2. **Eligibility** : Basic knowledge of Hindi, English and Punjabi.
3. **Personal Contact Programme** : Not compulsory
4. **Medium of Instruction** : Punjabi, English, Hindi
5. **Response Sheets** : Two Response Sheets only (Compulsory)
6. **Internal Assessment** : Internal Assessment will be based on Response Sheets
7. **Centre of Examination** : Patiala (as per University Rules)
8. **Centre of Foreign Students** : The examination centres for foreign students will be created in their respective countries on payment of centre creation fee of 1000 US \$ or equivalent amount, provided arrangements to the satisfaction of the Vice-Chancellor exist there.
9. **Fee Structure** : Rs. 3100/- (Registered Students),  
Rs. 4300/- (Non-Registered Students)
10. **Examination Fee** : Rs. 1300/-
11. **NOMENCLATURE OF PAPERS:**
- |                      |   |           |
|----------------------|---|-----------|
| Written Paper        | : | 60 Marks  |
| Internal Assessment: |   | 20 Marks  |
| Viva Voce            | : | 20 Marks  |
| Total                | : | 100 Marks |
12. **Examination** : December, 2011

---

**Note** : Admission fee should be submitted by demand draft in favour of Registrar, Punjabi University, Patiala crossed as 'co' payable at Patiala or through core banking.

---

**Note** : Examination fee should be submitted in cash at the University cash counter or by Demand Draft in favour of Registrar, Punjabi University, Patiala payable at Patiala.

---

**Note** : Admission Form & Fee & Examination Form & Fee should be submitted together.

## PUNJABI GYAN/ਪੰਜਾਬੀ ਗਿਆਨ

- 1. Duration** : 6 Months (July-December)
- 2. Eligibility** : Basic knowledge of Hindi, English and Punjabi.
- 3. Personal Contact Programme** : Not compulsory
- 4. Medium of Instruction** : Punjabi, English, Hindi
- 5. Response Sheets** : Two Response Sheets only (Compulsory)
- 6. Internal Assessment** : Internal Assessment will be based on Response Sheets
- 7. Centre of Examination** : Patiala (as per University Rules)
- 8. Centre of Foreign Students** : The examination centres for foreign students will be created in their respective countries on payment of centre creation fee of 1000 US \$ or equivalent amount, provided arrangements to the satisfaction of the Vice-Chancellor exist there.
- 9. Fee Structure** : Rs. 3100/- (Registered Students),  
Rs. 4300/- (Non-Registered Students)
- 10. Examination Fee** : Rs. 1300/-
- 11. NOMENCLATURE OF PAPERS :**
- |                      |   |           |
|----------------------|---|-----------|
| Written Paper        | : | 60 Marks  |
| Internal Assessment: |   | 20 Marks  |
| Viva Voce            | : | 20 Marks  |
| Total                | : | 100 Marks |
- 12. Examination** : December, 2011

---

**Note :** Admission fee should be submitted by demand draft in favour of Registrar, Punjabi University, Patiala crossed as 'co' payable at Patiala or through core banking.

---

**Note :** Examination fee should be submitted in cash at the University cash counter or by Demand Draft in favour of Registrar, Punjabi University, Patiala payable at Patiala.

---

**Note :** Admission Form & Fee & Examination Form & Fee should be submitted together.

## **Syllabus**

### **Certificate Course in Sri Guru Granth Sahib**

**Part-I : Introduction of Sri Guru Granth Sahib**

1. Sikh Religion : Introduction
2. Sri Guru Granth Sahib : Form and Importance
3. Sri Guru Granth Sahib : Collection and Compilation
4. Contributors of Sri Guru Granth Sahib
5. Literary Aspect of Sri Guru Granth Sahib
6. Musical Aspect of Sri Guru Granth Sahib
7. Contemporary Relevance of Sri Guru Granth Sahib

**Part-II: Basic Information of Selected Banis**

8. Nitnem Banis - Japuji Sahib, Anand Sahib, Sodar, Sohilla.
9. Asa Di Var
10. Sukhmani Sahib
11. Lavaan
12. Bara Maah (Majh)

**Part-III : Concepts of Sri Guru Granth Sahib**

13. Akal Purkh
14. Simran
15. Sewa
16. Sangat
17. Gurdwara

## **Syllabus**

### **Punjabi Gyan (Certificate Course in Punjabi)**

**Marks : 100**

#### **Section A**

(30)

1. Gurmukhi Orthography Identification of Gurmukhi Akhar (letters) and Laga-Matra.
2. Punjabi Consonants and Vowels
3. Punjabi Word Formation (ਸ਼ਬਦ ਜੋੜ) and Grammar

#### **Section B**

(30)

4. Vocabulary Development : Numerals, Days of Week, Parts of Body, Customs, Festivals, Colours, Relations, Foods, Profession, Animals, Birds and Vegetations.
5. Punjabi Sentence System : Simple, Compound and Complex System.

**Viva** : Reading, Speaking Dialogue (20)

**Internal Assessment** (20)

**Following Programmes are on offer through separate prospectus**

Sr. No	Name of the Programme	Eligibility	Duration in Years		Medium of Instruction	Medium of Examination
			Minimum	Maximum		
1	Master of Arts (Punjabi)	Bachelor's Degree in any discipline	2 Year	4 Year	Punjabi	Punjabi
2	Master of Arts (English)	-Same as above-	2 Year	4 Year	English	English
3	Master of Arts (Hindi)	-Same as above-	2 Year	4 Year	Hindi	Hindi
4	Master of Arts (Economics)	-Same as above-	2 Year	4 Year	Punjabi/English	Punjabi/English
5	Master of Arts (History)	-Same as above-	2 Year	4 Year	Punjabi/English	Punjabi/English
6	Master of Arts (Political Science)	-Same as above-	2 Year	4 Year	Punjabi/English	Punjabi/English
7	Master of Arts (Religious Studies)	-Same as above-	2 Year	4 Year	Punjabi/	Punjabi
8	Master of Arts (Sikh Studies)	-Same as above-	2 Year	4 Year	Punjabi/English	Punjabi/English
9	Master of Arts (Women Studies)	-Same as above-	2 Year	4 Year	English	Punjabi/English
10	Master of Arts (Journalism & Mass Communication)	-Same as above-	2 Year	4 Year	English	English
11	Master of Arts Gurmat Sangeet (Tanti Saaj Vadan)	See Prospectus	2 Year	4 Year	Punjabi/English	Punjabi/English/Hindi
12	Master of Arts (Tabla)	See Prospectus	2 Year	4 Year	Punjabi/English	Punjabi/English/Hindi
13	Master of Arts (Gayan)	See Prospectus	2 Year	4 Year	Punjabi/English	Punjabi/English/Hindi
14	Master of Science (Information Technology)	Bachelor's Degree in any disciplin	2 Year	4 Year	English	English
15	Master of Science (Information Technology) Lateral Entry	PGDCA passed from any statutory university			English	English
16	Master of Commerce (M.Com.)	Bachelor Degree in Commerce, BBA or BMIT	2 Year	4 Year	English	English
17	Master of Library & Information Science	Bachelor of Library Science with at least 50% marks	1 Year	2 Year	Punjabi/English	Punjabi/English/ Hindi

Sr. No	Name of the Programme	Eligibility	Duration in Years		Medium of Instruction	Medium of Examination
			Minimum	Maximum		
18	Bachelor of Arts	10+2 or its equivalent	3 Years	6 Years	Punjabi/English	Punjabi/English/ Hindi
19	Bachelor of Commerce	-Same as above-	3 Years	6 Years	Punjabi/English	Punjabi/English/ Hindi
20	Bachelor of Computer Applications	-Same as above-	3 Years	6 Years	English	Punjabi/English/ Hindi
21	Bachelor of Business Administration	-Same as above-	3 Year	6 Years	English	English
22	Bachelor of Library & Information Science	Bachelor Degree with at least 35% marks	1 Year	2 Year	English	Punjabi/English/ Hindi
23	PG Diploma in Computer Applications	Bachelor Degree in any discipline	1 Year	2 Year	English	English
24	PG Diploma in Journalism & Mass Communication	-Same as above-	1 Year	2 Year	English	Punjabi/English
25	PG Diploma in Insurance Business	-Same as above-	1 Year	2 Year	English	Punjabi/English
26	PG Diploma in Translation	Bachelor Degree in any discipline with 40% marks	1 Year	2 Year	English	Punjabi/English/ Hindi
27	PG Diploma in Forensic Science	Bachelor Degree in any discipline with 40% marks. Preference to 10+2 with science.	1 Year	2 Year	English	Punjabi/English
28	Diploma in Library Science	10th passed or equivalent exam	1 Year		Punjabi/English	Punjabi/English/ Hindi
29	Diploma in Gurmat Sangeet (Gayan)	See Prospectus	1 Year		Punjabi	Punjabi/English/ Hindi
30	Diploma in HIV/AIDS Counselling	Bachelor Degree in any discipline	1 Year		English	English
31	Diploma in Divinity (Sri Guru Granth Sahib Studies)	Gyani (Honours in Punjabi) passed or 10th/Higher Secondary Passed	1 Year		Punjabi	Punjabi/English/ Hindi

Sr. No	Name of the Programme	Eligibility	Duration in Years		Medium of Instruction	Medium of Examination
			Minimum	Maximum		
32	Gurmat Sangeet Praveshika	ਕੀਰਤਨ ਪਰੰਪਰਾ ਦਾ ਕੀਰਤਨ ਖੇਤਰ ਵਿਚ ਇਕ ਸਾਲ ਦਾ ਕਿਰਿਆਤਮਕ ਗਿਆਨ ਅਤੇ ਪੰਜਾਬੀ/ਹਿੰਦੀ/ਅੰਗਰੇਜ਼ੀ ਲਿਖਣ-ਪੜ੍ਹਣ ਦੀ ਸਮਰੱਥਾ	1 Year		Punjabi	Punjabi/English/ Hindi
33	Punjabi Praveshika	Capable of reading and writing Punjabi, English and Hindi	1 Year		Punjabi	Punjabi in Gurmukhi Script
34	Gyani	See Prospectus	1 Year		Punjabi	Punjabi in Gurmukhi Script
35	Certificate Course in Urdu	10th passed or equivalent exam from any statutory Board	1 Year		Punjabi/Urdu	Punjabi/Urdu
36	Certificate Course in French	10th passed or equivalent exam	2 Year		Language concerned or English	Language concerned or English
37	Certificate Course in German	-Same as above-	2 Year		Language concerned or English	Language concerned or English
38	Certificate Course in Spoken English	10+2 passed or equivalent exam	6 Months		English	English
39	Certificate Course in Computer Application	-Same as above-	6 Months		English	English
40	Certificate Course in Soft Skill and Personality Development		6 Months			

**Programmes on offer through separate prospectus :** The admission in M.Ed. & B.Ed. is through an entrance test.

S. No.	Name of the Programme	Prog. Code	Eligibility	Duration in Years	Medium of Instruction	Medium of Examination	Programme Fee
1.	Master of Education (M.Ed.)	MED		2 years	Punjabi & English	Punjabi & English	Total = Rs.18,255/-
			Possessing 45% marks at Bachelor Degree/Post Graduate Degree level, alongwith 55% marks in B.Ed. or its equivalent and having atleast two years experience as full time regular teacher, educator, researcher, policy planner, teacher and administrator located within the State of Punjab.				
2.	Bachelors of Education (B.Ed.)	BED		2 years	Punjabi & English	Punjabi & English	Total = Rs.24,140/-
			Graduation with 45% marks (40% marks in case of S.C./ S.T./ B.C. candidates), in-service teachers, having a minimum of two years regular teaching experience				

## **Administrative Staff**

Professor & Head	0175-3046425
P.A. to Head	0175-3046421
Library Incharge	0175-3046439
Deputy Registrar	0175-3046426
Assistant Registrar	0175-3046423
Superintendent Admissions	0175-3046380
Steno to Teachers	0175-3046440

Fax : 0175-2282885

e-mail : [headcc@pbi.ac.in](mailto:headcc@pbi.ac.in)

Website DDE : <http://www/dccpbi.com>

Website Punjabi University : <http://www.punjabiuniversity.ac.in>



**Department of Distance Education  
Punjabi University, Patiala**

*Valid Upto : 31<sup>st</sup> December, 2011*



Class : ..... Roll No.....

Name.....

Father's Name.....

Mother's Name.....

Signature of the Candidate

Superintendent Admission-1

**Back of the Identity Card**

Permanent Address.....

.....

.....

Phone No. ....

Sr. No.....

'A'

DEPARTMENT OF DISTANCE EDUCATION
PUNJABI UNIVERSITY, PATIALA

(Established Under Punjab Act No. 35 of 1961)

ADMISSION FORM SESSION : 2011 (JULY TO DECEMBER)

IMPORTANT NOTE : Incomplete form in any respect or without required certificates and not accompanied by full tuition fee and other charges will not be entertained. Strike out the columns which are not applicable. Tick [X] the relevant box.

ADMISSION FORM SHALL BE FILLED IN BY THE APPLICANT IN HIS/HER OWN HANDWRITING IN PUNJABI OR ENGLISH

NAME OF THE COURSE..... D.E. ROLL NO. ....2011

MEDIUM OF INSTRUCTION ..... (To be allotted by the Department)

Table with columns for Fee Remitted, Course Details, and Office Use. Includes fields for registration number, migration status, and receipt information.

Note : Also attach 3 extra unattested passport size photographs

Specify Category :

- General [ ], SC [ ], ST [ ], BC [ ], Riots Affected [ ], Handicapped [ ], Urban Area [ ], Rural Area [ ]

IN ENGLISH (CAPITAL LETTERS)

ਪੰਜਾਬੀ ਵਿਚ

Table for Name, Father's Name, and Mother's Name in both English and Punjabi.

- 1. Date of Birth..... Male [ ] Female. [ ] Married [ ] Unmarried [ ]
2. Nationality..... Religion..... STATE to which you belong.....
3. Are you employed ? Yes [ ] No [ ] If yes, say : Government [ ] Private [ ]
7. Permanent Home Address (in Block Letters)..... Telephone No with S.T.D. Code.....
8. Have you basic knowledge of : Punjabi [ ] English [ ] Hindi. [ ]
9. Do you propose to have accommodation in the University Hostel during Personal Contact Programme : Yes [ ] No [ ]
10. \*Do you want exemption from Postal charges? Yes [ ] No [ ]
15. Are you claiming full/half fee concession ? If so, state the category and also attach the relevant documents in support

\* If yes, an application must be enclosed with the the Admission Form.

to your claim, as per details given in the prospectus.

- (a) Full/half fee concession .....
- (b) Category No. .... (Out of (i) to (ix) from the following :
- (i) Two real brothers/sisters studying in Deptt.
  - (ii) Child/dependent of a member of the Armed forces either killed or permanently disabled.
  - (iii) Wife/ward, real son/real daughter of Punjabi University employee drawing pay upto Rs. 16,480/- PM OR Rs. 16481-18450.
  - (iv) Yourself a Punjabi University employee.
  - (v) Child of a person killed in 1984 riots or terrorist violence in Punjab State.
  - (vi) Child of a person killed as a result of action by security forces in aid of civil war.
  - (vii) Child of a 100% physically disabled riot affected person.
  - (viii) Child of Sikh migrant.
  - (ix) Child of army deserted/killed/100% physically disabled.
- (c) Have you attached the documentary proof in support of your claim ?      Yes       No

### ACADEMIC QUALIFICATIONS

**Name of the Lower qualifying examination on the basis of which admission is being sought.**

Name of Examination Passed	Name of University/Board	Year & Session of passing	Roll No.	Max. Marks	Marks obtained	Division/ Percentage <small>(upto two decimals)</small>	Subjects studied	Subject of re-appear, if any
Matric								
10+2								

### FOR ALL CANDIDATES

- (i) I have read carefully syllabi, ordinances/statutes and conditions etc. laid down in the prospectus concerning my admission to the course and affirm to abide by the same. I shall also accept any changes/amendments made thereafter from time to time by the University. I shall be responsible for any mis-statement or wrong information recorded in this form and would accept the decision taken by the University regarding the admission as a consequent to any wrong information or mis-statement.
- (ii) I have read all the instructions concerned with the course.
- (iii) I shall submit all the required documents as and when demanded by the University.

Signature of the Candidate : (in English) ..... (in Punjabi).....

Date : .....2011

**Details of documents attached**

(1) .....(2) ..... (3) .....  
(4) .....(5) ..... (6) .....

---

**FOR OFFICE USE ONLY**

Checked Eligible/Ineligible

Clerk                      Assistant                      Superintendent                      Asstt/Dy Registrar/Head

**Discrepancies**

1. Balance of fee : ..... 3. Photo : .....  
2. Certificate/s : ..... 4. Misc.....

---

**GENERAL INSTRUCTIONS**

- 1. The candidate should thoroughly go through the prospectus before filling in the admission form. Any omission or wrong information may lead to inconvenience to the candidate as also to the office. It should reach the Department of Distance Education well within time as given in the prospectus.
- 2. All the relevant documents submitted with this form should be properly tagged. The admission Form should be neatly and legibly filled. Cutting/overwriting should be avoided.
- 3. Subject(s) and the medium of instructions once offered cannot be changed.

---

**Receipt for Admission Form (To be filled in by the candidate)**

Received Admission Form No. .... Name of the Candidate.....  
Class..... Session 2011-2012 Draft No/Core Banking Slip No. .... Dated..... for Rs. ....

Dated : .....2011

Signature of the Clerk  
Department of Distance Education  
Punjabi University, Patiala.

**THE CANDIDATE SHOULD ALSO FILL IN THIS FORM  
SESSION : 2011**

**‘A1’**

(Tick the relevant box) July-December 2011

Roll No...../2011  
(To be filled by the office)

**Class :** .....

1. Name (Block Letters).....
2. Father's Name..... Mother's Name.....
3. If registered with Punjabi University, give Registration No.....  
If already migrated from this University, Yes  No   
If 'Yes', State/Year.....
4. Date of Birth..... Age..... Year(s)..... Month(s).....
5. District ..... State ..... Nationality ..... Religion.....
6. Last examination passed..... Month and Year..... Division.....  
Roll No..... University/Board..... Marks obtained.....  
School or College last attended.....
7. Have you ever been disqualified ? Yes  No   
If yes, state Month/Year..... Roll No..... Class.....  
University/Board.....
8. Are you holding any scholarship/medal/prize etc. ? .....
9. Male  Female  Married  Unmarried  Urban  Rural
10. (a) Scheduled Caste  Scheduled Tribe  Backward Class   
(b) Physically handicapped (Appropriate certificate be attached) Yes  No   
(c) Riots Affected Yes  No
11. Are you an employee of the University/ward (real son/daughter) of University employee ?  
(Authentic certificate be attached)  
..... who is working as..... in..... Branch
12. Are you employed ? Yes  No   
If employed : Government  Private Service  Own
13. Name of Employer/Institution with complete address.....  
.....
14. Whether Govt./Recognised/Govt. Aided one.....
15. State if you are studying in any other course in any college affiliated to this University  
or any other University or Board.....
16. Postal address for Correspondence (in Block Letters).....  
.....  
.....  
Telephone No. with S.T.D. Code / Mobile No. ....

..... (in English)

..... (in Punjabi)  
Signature of the Student

**To be filled in by the candidate**

**‘A<sup>2</sup>’**

Roll No..... <b>2011</b> Class..... Medium..... Name..... Father's Name ..... Address ..... ..... .....	Roll No..... <b>2011</b> Class..... Medium..... Name..... Father's Name ..... Address ..... ..... .....
Roll No..... <b>2011</b> Class..... Medium..... Name..... Father's Name ..... Address ..... ..... .....	Roll No..... <b>2011</b> Class..... Medium..... Name..... Father's Name ..... Address ..... ..... .....
Roll No..... <b>2011</b> Class..... Medium..... Name..... Father's Name ..... Address ..... ..... .....	Roll No..... <b>2011</b> Class..... Medium..... Name..... Father's Name ..... Address ..... ..... .....
Roll No..... <b>2011</b> Class..... Medium..... Name..... Father's Name ..... Address ..... ..... .....	Roll No..... <b>2011</b> Class..... Medium..... Name..... Father's Name ..... Address ..... ..... .....

**PUNJABI UNIVERSITY, PATIALA**

**'B'**

**EXAMINATION FORM (For Distance Education Students Only) SESSION July to Dec. 2011**

**Note : Examination form will not be accepted without Examination fee.** (✓) mark the appropriate

Roll No. (To be assigned by the University)..... **Centre** (To be filled by the student) 1. .... 2. ....

**Examination Fee** : Demand Draft No./ University Receipt No..... Amount Rs. : ..... Date : .....

Male  Female  Handicapped  Blind  S.C.  S.T.  B.C.

Name..... Father's Name..... Mother's Name.....  
 ਨਾਮ..... ਪਿਤਾ ਦਾ ਨਾਮ..... ਮਾਤਾ ਦਾ ਨਾਮ.....

Permanent Address .....

Pin Code..... Telephone No with S.T.D. Code..... Mobile No.....

: December 2011

Are you appearing in two examinations during this Session ? Yes  No  If yes, (1)..... (2).....

**Name of the Examination passed**

Name of the examination	Board/ University	Session/ Year	Roll No.	Pass/ Re-appear	Total marks	Marks obtained	Subject passed

**For office Use only** : University D. No.....Date .....Dealing Clerk/Assistant.....

I have studied thoroughly the Syllabi, Ordinances, Statutes and conditions relating to my examination and am conversant about my eligibility for the said examination. All information given by me in this form is correct and I shall be responsible for the consequences arising out of wrong declaration of facts.

..... (in English)

..... (in Punjabi)

Signatures of the Student

Dated.....

Affix PHOTO unattested  
(size 5x4 cm)  
For all candidates

The Photograph used should be the same as on the admission form and have student's and father's name

Certified that the candidate has attended the required number of lectures and fulfils the conditions relating to the ordinances of the Examination. He/She is eligible to appear as a regular student in the Examination. His/Her conduct is good.

Asstt./Dy. Registrar (D.E.)  
(Office Stamp)

**PUNJABI UNIVERSITY, PATIALA (Examination Centre Admittance Slip)**

D.E. Roll No.....2011 Examination Roll No (assigned by the University).....

Name.....

Father's Name..... Mother's Name.....

Examination.....

Part..... Session : July-December 2011 Centre ..... No. ....

Signature of the Candidate : In English ..... In Punjabi .....

Controller of Examinations

Affix PHOTO unattested  
(size 5x4 cm)  
For all candidates

The Photograph used should be the same as on the admission form and have student's and father's name

**Receipt for Examination Form (To be filled in by the Candidate)**

Received Examination Form No. .... Name of the Candidate..... Class.....  
 Session 2011, Receipt/Draft No. .... Dated..... for Rs. ....

Dated.....

Signature of the Clerk  
Department of Distance Education,  
Punjabi University, Patiala.

# PUNJABI UNIVERSITY, PATIALA

'B<sup>1</sup>'

(The details of fee remitted by the students of Department of Distance Education)

Name of Candidate.....

Father's Name .....

Name of Examination.....

University Roll No.....

Month.....Year.....

(To be allotted by Exam. Branch)

D.E.Roll No.....

Exam. Fee Rs.....

Univ. D. No.....

Late Fee Rs.....

Date.....

Total Amount Rs.....

Amount Rs.....

Demand Draft/University Receipt No.....

Dated.....

Assistant

Dealing Clerk

---

## Examination Branch

(Date of Receipt of Form of the student in Examination Branch)

Date of Declaration of the result is.....

(In case of the form of the Student is received after the due date)

Deputy Registrar (Exam.)  
with Stamp & Date

Exam. Fee..... Late Fee.....Discrepancy Fee.....Total Fee.....

Dealing Assistant

Dealing Clerk

---

## Accounts Branch

Fee to be deposited by the student Rs.....

Late Fee Rs.....

Discrepancy Fee Rs.....

Total Amount Rs.....

Received Amount Rs..... Balance of Amount Rs.....

Balance Amount vide University Receipt No..... Date : .....

Dealing Clerk

Dealing Assistant

---

Payment received Rs.....Balance Fee received Rs.....vide Demand Draft/

University Receipt No..... Date.....

Dealing Assistant.

Dealing Clerk

**PUNJABI UNIVERSITY, PATIALA  
STUDENTS ATTENDANCE SHEET**

**'B<sup>2</sup>'**

(To be submitted alongwith the Examination Form)

D.E. Roll No. ....2011 Examination Roll No.....  
(To be filled by the office)

Affix Photo  
Here

Name.....

Father's Name : .....

Mother's Name : .....

Examination.....

Class.....Month.....Year.....

Centre..... No.....

Signature of the Candidate : In English..... In Punjabi.....

Sr. No	Date	Paper	To be filled at Examination Centre		
			Answer Book No.	Signature of the candidate	Signature of the Supervisor
1					
2					
3					
4					
5					
6					
7					
8					

**Signature of the Centre Superintendent**

**DEPARTMENT OF DISTANCE EDUCATION  
PUNJABI UNIVERSITY, PATIALA**

**'B<sup>3</sup>'**

**Cut List Form**

Examination Roll No.....  
(To be allotted by the Examination Branch)

1. D.E. Roll No. ....
2. Registration No. ....
3. Name of the Candidate .....
4. Father's Name .....
5. Mother's Name .....
6. Male/Female .....
7. Name of Examination & Session .....
8. Centre of Examination .....
9. Subjects and Options/Code, if any .....

.....  
Signature of the Candidate

---

**DEPARTMENT OF DISTANCE EDUCATION  
PUNJABI UNIVERSITY, PATIALA**

**'B<sup>3</sup>'**

**Cut List Form**

Examination Roll No.....  
(To be allotted by the Examination Branch)

1. D.E. Roll No. ....
2. Registration No. ....
3. Name of the Candidate .....
4. Father's Name .....
5. Mother's Name .....
6. Male/Female .....
7. Name of Examination & Session .....
8. Centre of Examination .....
9. Subjects and Options/code, if any .....

.....  
Signature of the Candidate





**State Bank of Patiala Pay-in-slip No.**  
**\*Bank Branch must fill Sr. No. 1 to 4 for Reconciliation**

**Account No. 65009016757**  
 Registrar, Punjabi University  
 (D.E. Deptt. Tuition Fees)

Name of the Branch \_\_\_\_\_  
 Bank Code No. \_\_\_\_\_ Date \_\_\_\_\_  
 1<sup>st</sup> part (Original)  
 To be retained by the Student

\* 1 Ref.No./Form No. \_\_\_\_\_  
 \* 2 Student's Name \_\_\_\_\_  
 \* 3 Class Name \_\_\_\_\_  
 \* 4 Fee Amount Code (A)  
 Rs. \_\_\_\_\_  
 In words Rs. \_\_\_\_\_

Signature of the Depositor



**State Bank of Patiala Pay-in-slip No.**  
**\*Bank Branch must fill Sr. No. 1 to 4 for Reconciliation**

**Account No. 65009016757**  
 Registrar, Punjabi University  
 (D.E. Deptt. Tuition Fees)

Name of the Branch \_\_\_\_\_  
 Bank Code No. \_\_\_\_\_ Date \_\_\_\_\_  
 2<sup>nd</sup> part (Duplicate)  
 To be submitted to the Punjabi University

\* 1 Ref.No./Form No. \_\_\_\_\_  
 \* 2 Student's Name \_\_\_\_\_  
 \* 3 Class Name \_\_\_\_\_  
 \* 4 Fee Amount Code (A)  
 Rs. \_\_\_\_\_  
 In words Rs. \_\_\_\_\_

Signature of the Depositor



**State Bank of Patiala Pay-in-slip No.**  
**\*Bank Branch must fill Sr. No. 1 to 4 for Reconciliation**

**Account No. 65009016757**  
 Registrar, Punjabi University  
 (D.E. Deptt. Tuition Fees)

Name of the Branch \_\_\_\_\_  
 Bank Code No. \_\_\_\_\_ Date \_\_\_\_\_  
 3<sup>rd</sup> part (Triplicate)  
 To be retained by the Bank Branch

\* 1 Ref.No./Form No. \_\_\_\_\_  
 \* 2 Student's Name \_\_\_\_\_  
 \* 3 Class Name \_\_\_\_\_  
 \* 4 Fee Amount Code (A)  
 Rs. \_\_\_\_\_  
 In words Rs. \_\_\_\_\_

Signature of the Depositor

Head Cashier

Signature of the Bank Officials

Stamp

**All SBOP Branches are allowed to collect the fees of Distance Education in terms of Head Office circular No. GB(P&SB)14 of 2006-2007 dated 14.06.2006.**

Head Cashier

Signature of the Bank Officials

Stamp

**All SBOP Branches are allowed to collect the fees of Distance Education in terms of Head Office circular No. GB(P&SB)14 of 2006-2007 dated 14.06.2006.**

Head Cashier

Signature of the Bank Officials

Stamp

**All SBOP Branches are allowed to collect the fees of Distance Education in terms of Head Office circular No. GB(P&SB)14 of 2006-2007 dated 14.06.2006.**

