

I KGujral Punjab Technical University
Kapurthala
Open & Distance Learning Program
(Approved by UGC)

Quality Education at Affordable Cost



Prospectus (July-2020)

Information Technology

BCA

BCA (LE)

DCA

Journalism & Mass Communication

BA-JMC

Management

BBA

B.COM

M.COM

odl.ptu.ac.in

dde@ptu.ac.in

9478098108

01822-282502, 282503

What's Inside?

About University	3
About ODL Programmes	4
Best of IKG-PTU ODL Programmes	7
Academic Streams & Programme Offered	10
Information Technology	10
Management/Commerce	15
Journalism & Mass Communication	24
Rules & Regulations	28
Student Welfare Schemes	32

About University

I K Gujral Punjab Technical University is a state university which has a wide network of more than 180 Engineering, Management, Pharmacy, Hotel Management and Architecture Colleges in the State of Punjab that are approved by All India Council of Technical Education (AICTE) / apex regulatory bodies.

Punjab has been one of the most prosperous states in India since independence by way of Green Revolution coupled with white revolution. In order to give the equal momentum to the industrial growth of Punjab educated skilled workforce in sufficient numbers has always been a need of the hour. The Globalization of Indian economy in early 90's further extrapolated the need of such a young innovative workforce.



To address this issue of Technical & professional workforce shortage and to usher into a new era of Industrial Development comparable to International Standards, the Punjab Government constituted Punjab Technical University in 1997 by an Act of State Legislature. The University was entrusted with the responsibility of developing the new generation of technical manpower that can spearhead the industrial development of the State. Punjab Technical University has been founded to be the grooming ground for the future professionals like Engineers, Managers, & Researchers etc.

University has produced thousands of technical and professional graduates since its inception who are highly placed with reputed organizations and many are also successfully running their entrepreneurial ventures.

University has bagged many awards, achievements and has also made number of national and international collaborations.

In the year 2010, University achieved **eINDIA 2010 Award** as "ICT Enabled University of the Year" and "Open and Distance Learning Initiative of the Year Award" by the Ministry of Information and Communication Technology, Govt. of India.

IKG PTU conferred "**Best Technical University" Award in 2013** by KIIT & ISTE (Indian Society of Technical Education).

The university also got the prestigious CCI Technology Education Excellence Award in "**Best University Promoting High quality Research at Master's and Doctoral Thesis Work**" category in **2013**.

In 2016, University ranked 33rd in **research category** and **54th among top 100 Universities of India** by National Institutional Ranking Framework, MHRD Govt. of India.

University has been ranked in **top 100 Engineering institutes of India** by National Institutional Ranking Framework (**NIRF**) **2019**, Ministry of Human Resource Development; Government of India. University is on **96th all India Rank**.

With an aim to provide excellent exposure to its students & faculty, University has signed various Memorandum of Understanding (MoUs) & other collaborations with national & international educational institutions, companies and professional organizations.

University has good number of residential blocks with green area. This best accommodation will be provided to Distance Education Students during Personal Contact Programme (PCP).

About Open & Distance Learning Programmes (ODL)

Open & Distance Learning Programmes (ODL) plays a crucial role in enriching the knowledge base of any society. The need & importance of Open & Distance Learning Programmes (ODL) is becoming more relevant in modern age where it becomes difficult to impart education to masses in conventional regular mode.

IKG-PTU understands the aforesaid need in India. To provide innovative professional education to the general masses, Open & Distance Learning Programme (ODL) of the I K Gujral Punjab Technical University was conceived in 2001 and since then PTU DEP has grown as a market leader offering quality distance education to lacs of students.

The objective of the Open & Distance Learning Programmes (ODL) is to impart affordable, relevant, skill-based & remunerative professional education to the masses of the country including the deprived sections of society.

Today, University is providing affordable and quality professional education across the state of Punjab in the following streams:

- **Information Technology (IT)**
- **Management**
- **Journalism & Mass Communication (JMC)**

Open & Distance Learning Programmes (ODL) Administration & Faculty

Administration

S. No.	Name	Designation
1.	Prof. (Dr.) Ajay Kumar Sharma	Vice Chancellor
2.	Er. Sandeep Kumar Kazal	Registrar
3.	Prof.(Dr.) Yadwinder Singh Brar	Director, ODL
4.	Dr. Balkar Singh	Director (Administration), ODL
5.	Dr. Paramjit Singh	Controller of Examinations
6.	Sh. Rajinder Dogra	Dy. Registrar, ODL
7.	Sh. Joginder Singh	Assistant Registrar, ODL
8.	Sh. Hardeep Singh	Assistant Registrar, Examination (Secrecy)
9.	Dr. Vivek Talwar	Assistant Registrar(Examination)
10.	Dr. Vaneeta Bala	Assistant Registrar, Examination (Secrecy)

Faculty

Sr. No.	Faculty Name	Designation	Allotted ODL Programme
1.	Dr. Harmeen Soch	Associate Professor	MBA & BBA
2.	Dr. Pooja Mehta	Assistant Professor	
3.	Dr. Roopali Batra	Assistant Professor	
4.	Dr. Kapil Gupta	Assistant Professor (AGP 9000)	M.COM & B.COM
5.	Dr. Mandeep Kaur	Assistant Professor	
6.	Dr. Sanjeev Bansal	Assistant Professor	
7.	Dr. Monica Sachdeva	Associate Professor	MSC IT & BSC IT
8.	Dr. Rajdeep Singh	Assistant Professor	
9.	Dr. Raman Kumar	Assistant Professor	
10.	Dr. Satvir Singh	Associate Professor	MCA & BCA
11.	Dr. Sumesh Sood	Assistant Professor	
12.	Dr. Pooja Sharma	Assistant Professor	
13.	Dr. Ranbir Singh	Associate Professor	MA JMC & BA JMC
14.	Dr. Ekta Mahajan	Assistant Professor	
15.	Dr. Priyanka Mahajan	Assistant Professor	

Best of IKG-PTU Open & Distance Learning Programmes (ODL)

Open & Distance Learning Programmes (ODL) of IKG-Punjab Technical University is a unique Program of its kind. With its experience of 14 years of running distance education across the country, the university has evolved its Distance Education Program to the best in class standards. Following are the key reasons to pursue a course under Open & Distance Learning Programmes (ODL) of IKG-PTU:

A State Government University

IKG-Punjab Technical University is a State Government University established under Punjab Technical University Act, 1996 (Punjab Act No. 1 of 1997).

UGC Recognition

Distance Education Bureau-University Grants Commission has given recognition to IKG-Punjab Technical University for offering Open & Distance Learning Programmes. All the programmes being offered by IKG-PTU under Open & Distance Learning Programmes (ODL) are recognized by UGC.

Nomenclature of all programme as per UGC

The nomenclature of all the courses being offered by IKG-Punjab Technical University Open & Distance Learning Programmes (ODL) is as per UGC approved list. Accordingly the students getting Open & Distance Learning Programmes (ODL) degrees will never face a problem while applying for any job/higher studies anywhere!

Market Leader in Open & Distance Learning Programmes (ODL)

Since 2001, Punjab Technical University has been pioneer in offering quality Open & Distance Learning Programmes (ODL) across the country. University has produced lacs of graduates and post graduates who are well placed in reputed organizations and many are self employed.

Quality Education

IKG-PTU Open & Distance Learning Programmes (ODL) provides an opportunity to students for their career growth along with holistic development of personality. University adopts latest and industry oriented curriculum which are revised from time to time as per contemporary requirements. We have exclusive Board of Studies for every discipline which consists of eminent academicians and experts from industry for designing & developing the course curriculum.

Affordable Fee Structure

University has adopted a very nominal fee structure for all courses under Open & Distance Learning Programmes (ODL). The objective is to increase the access to quality education for the masses and especially the underprivileged and downtrodden sections of society. Quality

education at affordable cost is a unique strength of IKG-PTU Open & Distance Learning Programmes (ODL) which is indeed unparalleled across board.

Free of cost Study Material for all students of Open & Distance Learning Programmes (ODL)

University provides **free study material** to all its students of Open & Distance Learning Programmes (ODL) in the form of Self Learning Material (SLM). University has its own in-house Content Development Centre which has eminent academicians on its panel as Authors, Reviewers/Editors and Subject Experts. The SLMs are developed under direct control of University as per best in class academic standards and keeping in view the distance education pedagogy. The study material is designed strictly as per SLM format and is Self Contained so that students don't need to hunt for additional reading sources.

Syllabus & Examinations is at par with Regular Courses

In order to bring equivalence for the degrees obtained through distance mode & regular mode, IKG-PTU has adopted the same syllabus & examinations for both. This parity of distance education academic structure with the regular counterpart has greatly enhanced the credibility of PTU distance education degrees.

Personal Contact Program (PCP) at University's own Study Centre

University offers **Personal Contact Program (PCP)** for all students enrolled in various Open & Distance Learning Programmes (ODL) in each semester. PCP will be conducted at IKGPTU Main Campus Kapurthala or online/query based as per the schedule notified in each semester.

Students may attend the PCP classes for face to face interaction with faculty, academic counselling and practical work.

Human Values & Professional Ethics (HVPE)

HVPE has been included as a compulsory subject in all the courses to sensitize the students about the human values and to inculcate ethical orientation in their professional and personal conduct. In fact university has established an International Resource Centre for Universal Human Values & Ethics at its campus which is also offering PG programmes in Human Values & Holistic Development.

Online Student Support Services

Open & Distance Learning Programmes (ODL) learners require extensive support services as they are already located away from the University. IKG-PTU has instituted 24X7 student support service in the form of online web portal at Student Support Centre. Students can register any request, query, complaint through this web portal as well as through series of toll free numbers as well as land line & mobile numbers given as helpline at University website.

Even an exclusive grievances portal has been activated for speedy settlement of any type of complaints. University is continuously evolving student support service mechanism/channels for better facilitation of distance learners and these will be notified accordingly from time to time.

Academic Streams & Programmes Offered

University is offering Open & Distance Learning Programmes (ODL) in the following three streams. These courses are being offered only in the state of Punjab.

- I. **Information Technology (IT)**
- II. **Management/Commerce**
- III. **Journalism & Mass Communication**

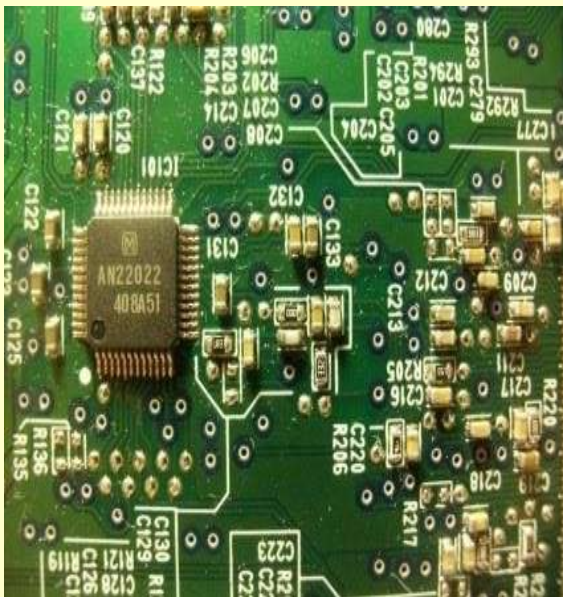
I. Information Technology

Information Technology has touched almost all walks of our life. Be it a household or a professional dependence of everyone on IT & IT Enabled Services (ITES) is crystal clear. E-Correspondence, e-Commerce, e-Booking, e-banking, e-governance are the few examples to name & the use of such technologies is increasing at quite a rapid pace.

Information technology and computer applications have yielded greater accuracy and efficiency in all fields.

The role of Information Technology today has extended to communication, data management, Management Information Systems, Remote banking, Online Education etc.

IT courses under Open & Distance Learning mode at IKG-PTU has been designed to enable the students to compete & contribute towards the technological development of the society.



Details of Programmes offered in Information Technology

1.	BCA	Bachelor of Computer Application
2.	BCA (LE)	Bachelor of Computer Application (Lateral Entry)
3.	DCA	Diploma in Computer Applications

Programme	Duration	Max. Duration	Eligibility	Tuition Fee
BCA	3 years	6 years	All those candidates who have passed the 10+2 or its equivalent examination in any stream conducted by a recognized Board / University / Council. OR Those candidates who have passed their Matriculation examination AND have also passed three year Diploma in any Trade from Punjab State Board of Technical Education & Industrial Training, Chandigarh or such Examination from any other recognized State Board of Technical Education, or Sant Longowal Institute of Engineering & Technology, Longowal.	Rs. 9,000/- per semester
BCA- (Lateral Entry Admission in 3 rd semester)	2 years	4 years	All those candidates who have passed Matriculation examination AND have also passed 3 Year Diploma in any Trade from Punjab State Board of Technical Education & Industrial Training, Chandigarh or such Examination from any other recognized State Board of Technical Education, or Sant Longowal Institute of Engineering & Technology, Longowal. OR 10+2 with 1 year Diploma in Computer Application / IT (or equivalent) from a recognized University with Mathematics as course at 10+2 or DIT / DCA level.	Rs. 9500/- per semester
DCA	1 years	2 years	All those candidates who have passed the 10+2 or its equivalent examination in any stream conducted by a recognized Board / University / Council. OR Those candidates who have passed their Matriculation examination AND have also passed three year Diploma in any Trade from Punjab State Board of Technical Education & Industrial Training, Chandigarh or such Examination from any other recognized State Board of Technical Education, or Sant Longowal Institute of Engineering & Technology, Longowal.	Rs. 9,000/- per semester
Note: Examination fee of Rs. 1000/- will be charged per semester in addition to above mentioned tuition fee.				

Programme Scheme

BCA (Bachelor of Computer Applications)

No. of Semesters: 6

BCA Semester-I					
Programme Code	Programme Title	Theory (T)/ Practical (P)	Credits	Marks Distribution	
				Internal	External
BSBC 101	Communication - I	T	4	40	60
BSBC102	Programming in C	T	5	40	60
HVPE101	Human Value and Professional Ethics	T	3	40	60
BSBC103	Mathematics I	T	6	40	60
BSBC104	Information Technology	T	4	40	60
BSBC 105	Software Lab-I (Programming in C)	P	2	60	40
BSBC 106	Software Lab-II (Information Technology)	P	2	60	40

BCA Semester-II					
Programme Code	Programme Title	Theory(T) / Practical (P)	Credits	Marks Distribution	
				Internal	External
BSBC 201	Communication II	T	4	40	60
BSBC 202	Basic Mathematics - II	T	6	40	60
BSBC203	OOPS using C++	T	5	40	60
BSBC204	Computer System Architecture	T	4	40	60
EVSC 101	Environmental Sciences	T	2	40	60
BSBC 205	Workshop on Web Development	P	2	60	40
BSBC 206	Software Lab-III(OOPS Using C++)	P	2	60	40

BCA Semester-III					
Programme Code	Programme Title	Theory(T)/ Practical(P)	Credits	Marks Distribution	
				Internal	External
BSBC 301	System Analysis and Design	T	4	40	60
BSBC 302	Data structures	T	5	40	60
BSBC 403	Digital Circuits and Logic Design	T	5	40	60
BSBC 304	Basic Accounting	T	5	40	60
BSBC 305	Software Lab-IV (Data Structures)	P	3	60	40
BSBC 306	Hardware Lab-I (Digital Circuits & Logic Design)	P	2	60	40

BCA Semester-IV					
Programme Code	Programme Title	Theory(T)/ Practical(P)	Credits	Marks Distribution	
				Internal	External
BSBC 401	Software Engineering	T	5	40	60
BSBC402	Microprocessors & Microcontrollers	T	5	40	60
BSBC 403	Operating Systems	T	5	40	60
BSBC 404	Database Management Systems	T	5	40	60
BSBC 405	Hardware Lab-II (Microprocessors & Microcontrollers)	P	2	60	40
BSBC406	Software Lab-V (Database Management Systems)	P	2	60	40

BCA Semester-V					
Programme Code	Programme Title	Theory(T)/ Practical(P)	Credits	Marks Distribution	
				Internal	External
BSBC 501	Data Warehousing & Mining	T	4	40	60
BSBC502	Programming in Java	T	5	40	60
BSBC 503	Management Information System	T	4	40	60
BSBC504	Workshop on Advanced Web Development	T	3	40	60
BSBC505	Software Lab-VI (Programming in Java)	P	2	60	40
BSBC 506	Project Work-I	P	6	60	40

BCA Semester-VI					
Programme Code	Programme Title	Theory(T)/ Practical(P)	Credits	Marks Distribution	
				Internal	External
BSBC 601	Principles of Management	T	5	40	60
BSBC 602	Computer Graphics	T	5	40	60
BSBC603	Computer Networks	T	5	40	60
BSBC 604	Information Security	P	2	60	40
BSBC605	Software Lab-VII (Computer Graphics)	P	2	60	40
BSBC 606	Project Work - II	P	6	120	80

Programme Scheme

DCA (Diploma in Computer Application)

No. of Semesters: 2

DCA Semester-I					
Programme Code	Programme Title	Theory (T)/ Practical (P)	Credits	Marks Distribution	
				Internal	External
BSBC 101	Communication - I	T	4	40	60
BSBC102	Programming in C	T	5	40	60
HVPE101	Human Value and Professional Ethics	T	3	40	60
BSBC103	Mathematics I	T	6	40	60
BSBC104	Information Technology	T	4	40	60
BSBC 105	Software Lab-I (Programming in C)	P	2	60	40
BSBC 106	Software Lab-II (Information Technology)	P	2	60	40

DCA Semester-II					
Programme Code	Programme Title	Theory(T) / Practical (P)	Credits	Marks Distribution	
				Internal	External
EVSC 101	Environmental Sciences	T	2	40	60
BSBC 201	Communication II	T	4	40	60
BSBC 202	Basic Mathematics - II	T	6	40	60
BSBC203	OOPS using C++	T	5	40	60
BSBC204	Computer System Architecture	T	4	40	60
BSBC 205	Workshop on Web Development	P	2	60	40
BSBC 206	Software Lab-III(OOPS Using C++)	P	2	60	40

II. Management/Commerce

Business industry of India has been very dynamic right from the times of ancient trades. This sector offers career and growth opportunities to number of management graduates passing every year. Students seeking to establish their careers in the business industry opt for various under graduate and post graduate level management programs. Management education grooms the skills of students in the fields of management policies and practices, theories of management and leadership, processes of communication, organizational behaviour, organizational change and development, employment relationships, marketing research, analyzing business scenarios, stock market, Accountancy, E-Commerce, Finance, Marketing, Economics and Taxation laws and many more. Management & commerce education plays a very important role in the changing business world which leads to success in all sectors of economy.



Studying management & commerce courses at both undergraduate and postgraduate levels may interest not only those who seek their career in corporate sector but also those who wish to understand how organizations work. In management courses, students learn about the importance of planning, organizing the structure, design and culture of organizations, importance of human capital, research methods, management of finances, budgeting, role of leadership and how people work at organisations etc. Distance education Program of I.K Gujral Punjab Technical University, Kapurthala offers BBA, B.COM & M.COM in this stream. The uniqueness of the program is its content, topic coverage & the teaching methodology. The syllabus has been rigorously designed by eminent experts from various institutes of national repute. The teaching methodologies include PCPs, counselling, industrial visits, orientation, internship, case study and research work. Focus is also on developing soft skills of the students. Some of the salient features as follows:

- Courses are specially designed for a higher level Career Placement
- Projects to enhance, analytical & deductive skills

- Industry Orientation

Job Prospects

BBA, B.COM & M.COM are the professional courses and after completion of the courses students can aim for entry level or mid management level jobs immediately after in companies like manufacturing companies, Export and trading houses, financial concerns, banks, NGO's, Public Sector Units and Multinational corporations. The career pathways that are the most popular with BBA & B.Com are Accounting and finance, Healthcare, Human Resources, Education, Marketing and Sales, Management, Product Management, Technology Management, Chartered Accountant, Chartered Financial Analyst, Company Secretary, Loans Executive, Certified Financial Planner, Stock Broking etc.



Details of Programs in Management

- Bachelor of Business Administration (BBA)
- Bachelor of Commerce (B.COM)
- Master of Commerce (M.COM)

S. No.	Programme	Duration	Max Duration	Eligibility	Fee Structure
1.	BBA	3 Years	6 Years	All those candidates who have passed the 10+2 or its equivalent examination in any stream conducted by a recognized Board / University / Council. OR Those candidates who have passed their Matriculation examination AND have also passed three year Diploma in any Trade from Punjab State Board of Technical Education & Industrial Training, Chandigarh or such Examination from any other recognized State Board of Technical Education, or Sant Longowal Institute of Engineering & Technology, Longowal.	Rs. 9000 per Semester
2.	B.Com	3 years	6 years	Having passed at least +2 examination of Punjab School Education Board or any other examination recognized as equivalent thereto with at least: 33% marks in the aggregate in case of commerce students who have passed 10+2 examination OR 40% for the students who have opted for two of the following commerce subjects in 10+2 a. Accountancy b. Business Studies c. Economics d. Mathematics e. Office Management and Secretarial Practice f. Principle and Practice of Insurance g. Tax Procedure and Practice OR 45% for other candidates	Rs. 6,000 per Semester
3.	M.Com	2 years	4 years	Graduation Degree in Management/Commerce/Business Administration from any recognized University with atleast 50% marks. However, students with Hons. Degree will get a weightage of 10% of marks obtained in Graduation while finalizing the merit. Other govt. Instructions will be followed as such.	Rs. 7000 per Semester

Note: Examination fee of Rs. 1000 will be charged per semester in addition to above mentioned tuition fee.

Programme Scheme

BBA (Bachelors of Business Administration)

Number of Semesters: 6

BBA Semester-I					
Programme Code	Programme Title	Theory(T)/ Practical(P)	Credits	Marks Distribution	
				Internal	External
HVPE 101	Human Values and Professional Ethics	T	3	40	60
BBA 101	Principles of Management	T	5	40	60
BBA 102	Microeconomics	T	5	40	60
BBA 103	Financial Accounting	T	5	40	60
BBA 104	Business Communication –I	T	5	40	60
BBA 105	Introduction to Computers	T	5	40	60

BBA Semester-II					
Programme Code	Programme Title	Theory(T)/ Practical(P)	Credits	Marks Distribution	
				Internal	External
BBA 201	Organization Behaviour	T	5	40	60
BBA 202	Macroeconomics	T	5	40	60
BBA 203	Business Mathematics	T	5	40	60
BBA 204	Corporate Accounting	T	5	40	60
BBA 205	Business Communication–II	T	5	40	60
BBA 206	Computer Applications	T	5	40	60
BBA 207	Viva Voce	P	1		50

BBA Semester-III					
Programme Code	Programme Title	Theory(T)/ Practical(P)	Credits	Marks Distribution	
				Internal	External
BBA 301	Human Resource Management	T	5	40	60
BBA 302	Marketing Management	T	5	40	60
BBA 303	Cost Accounting	T	5	40	60
BBA 304	Business Statistics	T	5	40	60
BBA 305	Management Information Systems	T	5	40	60
BBA 306	Seminar on Contemporary Issues	T	4	100	

BBA Semester-IV					
Programme Code	Programme Title	Theory(T)/ Practical(P)	Credits	Marks Distribution	
				Internal	External
BBA 401	Research Methodology	T	5	40	60
BBA 402	Financial Management	T	5	40	60
BBA 403	Consumer Behaviour	T	5	40	60
BBA 404	Business Laws-I	T	5	40	60
BBA 405	Income Tax Act	T	5	40	60
BBA 406	Production and Operations Management	T	5	40	60
BBA 407	Viva Voce	P	1		50

BBA Semester-V					
Programme Code	Programme Title	Theory(T)/ Practical(P)	Credits	Marks Distribution	
				Internal	External
BBA 501	Business Environment	T	5	40	60
BBA 502	Management of Financial Systems	T	5	40	60
BBA 503	Advertising and Sales Management	T	5	40	60
BBA 504	Managing across culture	T	5	40	60
BBA 505	Indirect Taxes	T	5	40	60
BBA 506	Seminar on Training Report	P	5	100	

BBA Semester-VI					
Programme Code	Programme Title	Theory(T)/ Practical(P)	Credits	Marks Distribution	
				Internal	External
BBA 601	Corporate Strategies	T	5	40	60
BBA 602	Small Business and Entrepreneurship	T	5	40	60
BBA 603	E- commerce	T	5	40	60
BBA 604	Business Laws-II	T	5	40	60
BBA 605	Banking and Insurance Services	T	5	40	60
BBA 606 *	Project Presentation	P	5	40	60
EVSC 101	Environmental Science	T	2	20	30

Programme Scheme

B.COM (Bachelor of Commerce)

Number of semesters: 06

B.COM Semester-I					
Programme Code	Programme Title	Theory(T)/ Practical(P)	Credits	Marks Distribution	
				Internal	External
BCOP 101	Financial Accounting	T	4	40	60
BCOP 102	Business Organization & Management	T	4	40	60
BCOP 103	Micro Economics	T	4	40	60
BCOP 104	Business Mathematics	T	4	40	60
BCOP 105	Communicative English	T	4	40	60
HVPE 101	Human Values and Professional Ethics	T	3	40	60

B.COM Semester-II					
Programme Code	Programme Title	Theory(T)/ Practical(P)	Credits	Marks Distribution	
				Internal	External
BCOP 201	Advanced Accounting	T	4	40	60
BCOP 202	Mercantile Law	T	4	40	60
BCOP 203	Macro Economics	T	4	40	60
BCOP 204	Business Statistics	T	4	40	60
BCOP 205	Business Communication	T	4	40	60
BCOP 206	Workshop on IT & E-Commerce	P	3	40	60

B.COM Semester-III					
Programme Code	Programme Title	Theory(T)/ Practical(P)	Credits	Marks Distribution	
				Internal	External
BCOP 301	Corporate Accounting-I	T	4	40	60
BCOP 302	Company Law	T	4	40	60
BCOP 303	Money, Banking and International Trade	T	4	40	60
BCOP 304	Operation Research	T	4	40	60
BCOP 305	Human Resource Management	T	4	40	60
BCOP 306	Indian Economic Problem	T	4	40	60

B.COM Semester-IV					
Programme Code	Programme Title	Theory(T)/ Practical(P)	Credits	Marks Distribution	
				Internal	External
BCOP 401	Corporate Accounting-II	T	4	40	60
BCOP 402	Indirect Tax Laws	T	4	40	60
BCOP 403	Cost Accounting-I	T	4	40	60
BCOP 404	Business Finance	T	4	40	60
BCOP 405	Management of Financial Services	T	4	40	60
BCOP 406	Seminar on Current Business Affairs	P	2	100	

B.COM Semester-V					
Programme Code	Programme Title	Theory(T)/ Practical(P)	Credits	Marks Distribution	
				Internal	External
BCOP 501	Cost Accounting- II	T	4	40	60
BCOP 502	Income Tax –I	T	4	40	60
BCOP 503	Marketing Management	T	4	40	60
BCOP 504	Management Accounting	T	4	40	60
BCOP 505	Tally	P	2	100	
BCOP 506	Summer Training Report	P	1	100	

B.COM Semester-VI					
Programme Code	Programme Title	Theory(T)/ Practical(P)	Credits	Marks Distribution	
				Internal	External
BCOP 601	Income Tax-II	T	4	40	60
BCOP 602	Industrial relations and Labour Laws	T	4	40	60
BCOP 603	Financial Management	T	4	40	60
BCOP 604	Environmental Science	T	4	40	60
BCOP 605	Entrepreneurship Development	T	4	40	60
BCOP 606	Comprehensive Viva Voce for all Six Semesters	P	1	40	60

Programme Scheme

M.C OM (Master of Commerce)

Number of semesters: 4

M.COM Semester-I				
Programme Code	Programme Title	Credits	Marks Distribution	
			Internal	External
MCOP1011	Commerce and Management Thought	4	20	80
MCOP 102	Strategic Financial Management	4	20	80
MCOP 103	Statistical Applications in Business	4	20	80
MCOP 104	Organizational Behaviour	4	20	80
MCOP 105	Business Environment	4	20	80
MCOP106	Workshop on Business Communication	2	50	

M.COM Semester-II				
Programme Code	Programme Title	Credits	Marks Distribution	
			Internal	External
MCOP201	Managerial Economics	4	20	80
MCOP 202	IT Applications in Business	4	20	80
MCOP 203	Accounting Theory	4	20	80
MCOP 204	Strategic Cost Management	4	20	80
MCOP 205	Viva Voce based on Summer Training Report	4		100
MCOP206	Seminar on Current Issues in International Business	2	50	

M.COM Semester-III				
Programme Code	Programme Title	Credits	Marks Distribution	
			Internal	External
MCOP 301	Corporate Legal Environment	4	20	80
MCOP 302	Strategic Management	4	20	80
MCOP-FA 303/ MCOPBI 303	Specialization-I	4	20	80
MCOP-FA 304/ MCOPBI 304	Specialization-II	4	20	80
MCOP-FA 305/ MCOPBI 305	Specialization-III	4	20	80
MCOP 306	Seminar on Research Methodology	2	50	

M.COM Semester-IV				
Programme Code	Programme Title	Credits	Marks Distribution	
			Internal	External
MCOP 401	Corporate Tax Planning	4	20	80
MCOP 402	Corporate Governance & Business Ethics	4	20	80
MCOP-FA 403/ MCOPBI 403	Specialization-IV	4	20	80
MCOP-FA 404/ MCOPBI 404	Specialization-V	4	20	80
MCOP-FA 405/ MCOPBI 405	Specialization-VI	4	20	80
MCOP 406	Comprehensive Viva Voce	2		50

Specialization in M.COM

Each candidate shall choose an area of specialization by the end of the 2nd semester. Initially only two specializations will be offered viz. A. Finance and Accounting. B. Banking & Insurance. In each of these specializations, there will be SIX papers in total, and THREE papers will have to be studied in 3rd Semester & remaining THREE papers will be studied by students in 4th Semester.

A. Subjects to be studied under FINANCE & ACCOUNTING:

Semester-III

1. International Accounting (MCOP-FA-303)
2. International Financial Management (MCOP-FA-304)
3. Indian Financial System (MCOP-FA-305) M.Com.

Semester-IV

1. Security Analysis & Portfolio Management (MCOP-FA-403)
2. Management of Financial Services (MCOP-FA-404)
3. Securities Market Operations (MCOP-FA-405)

B. Subjects to be studied under BANKING & INSURANCE:

Semester-III

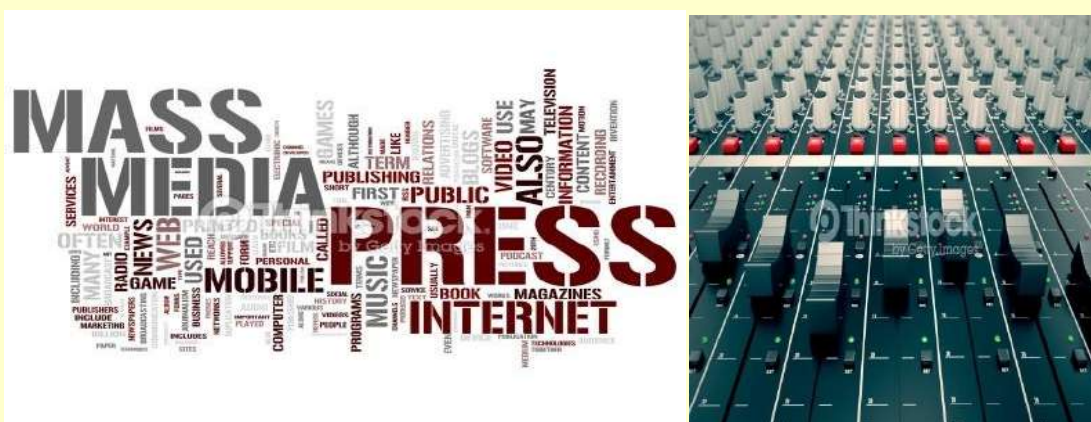
1. Principles and Practices of Banking. (MCOP-BI-303)
2. Banking Laws (MCOP-BI-304)
3. Funds Management in Banks & Insurance Companies (MCOP-BI-305) M.Com.

Semester-IV

1. Insurance & Risk Management (MCOP-BI-403)
2. Principles & Practices of Life Insurance (MCOP-BI-404)
3. Principles & Practices of General Insurance (MCOP-BI-405)

Journalism and Mass Communication

Journalism is now one of the most sought after careers for talented and driven young professionals. Not only does it enable one to have a say in front of a national and international audience, it is also one of the four pillars of our democracy and gives a lot of power to influence ideas in the public space. Careers in journalism give this power aplenty to our students who opt for a life in the mass media. Today, media is very powerful medium to connect with millions of people in India and around the world. India has seen ample growth in this sector and according to market analysis and research, India's entertainment and media sector is expected to grow steadily over the next five years as per PwC's Global Entertainment & Media Outlook 2019–2023, the entertainment and media industry of India is expected to reach INR 451,373 Cr by 2023, growing at a compound annual growth rate (CAGR) of 11.28% between 2018 and 2023.



According to the report of KPMG in 'India's Digital Future the media and entertainment industry had a solid growth of 13 per cent during the financial year 2019 and reached Rs 1.6 lakh crore with a compound annual growth rate (CAGR) of 11.5 per cent.



The Indian film industry is one of the biggest and fastest growing film industries which produce around 1000 films per year, the largest output of a media industry in the world. There are innumerable lucrative and highly paid jobs in various media channels. Today TV, Radio, cinema, print media and web world are the important streams of media. There are vast job opportunities in media such as researchers, media planner, media designer, technician, editor, producer, journalist etc. You could choose any stream of media or mass communication for your career prospects.



Job Prospects

- **Print Journalism**
 - Newspapers
 - Sub-editor
 - Editor
 - Proof Reader
 - Reporter
 - Correspondent/Special reporter
 - Writer
 - Feature writer
 - Leader writer
 - Columnist
 - Critic
 - Photojournalist
 - Cartoonist
- **Electronic Journalism**
 - Researchers
 - Floor Managers
 - Transmission Executives
 - Reporters
 - Sound technicians
 - Camera workers
 - Presenters
- **Other careers in media**
 - Multimedia content developers,
 - Bloggers
 - Marketing copywriters
 - Multimedia content developers
 - Public relations officer
 - Freelance Writers

Details of Programmes offered in Journalism & Mass Communication

1.	BA-JMC	Bachelor of Arts (Journalism & Mass Communication)
----	--------	--

Programme Name	Duration	Max. Duration	Eligibility	Tuition Fee
BA-JMC	3 Years	6 Years	<p>All those candidates who have passed the 10+2 or its equivalent examination in any stream conducted by a recognized Board / University / Council.</p> <p>OR</p> <p>Those candidates who have passed their Matriculation examination AND have also passed three year Diploma in any Trade from Punjab State Board of Technical Education & Industrial Training, Chandigarh or such Examination from any other recognized State Board of Technical Education, or Sant Longowal Institute of Engineering & Technology, Longowal.</p>	<p>Rs7,500/- each for 1st and 2nd semester</p> <p>Rs. 8,500/- each for 3rd, 4th, 5th and 6th semester</p>
<p>Note: Examination fee of Rs. 1000 will be charged per semester in addition to above mentioned tuition fee.</p>				

Programme Scheme

BA Journalism and Mass Communication (BA-JMC)

Number of semesters: 6

BA-JMC Semester-I				
Programme Code	Programme Name	Credits	Marks Distribution	
			Internal	External
BJAMC 101	Principles of Communication	4	40	60
BJAMC 103	Global Media	4	40	60
BJAMC 105	Fundamentals of Journalism	4	40	60
BJAMC 107	Introduction to Print Media	4	40	60
BJAMC 109	Communication: Theories Models and Skills	4	40	60
BJAMC 111	Introduction to Computers (P)	4	40	60

BA-JMC Semester-II				
Programme Code	Programme Name	Credits	Marks Distribution	
			Internal	External
BJAMC 102	Mass Communication: Concepts and Processes	5	40	60
BJAMC 104	Reporting Techniques & Skills	5	40	60
BJAMC 106	Editing and Principles of Layout and Design	5	40	60
BJAMC 108	Press Laws & Media Ethics	5	40	60
BJAMC 110	Practical Lab on Editing & reporting	2	40	60
BJAMC 112	Practical Lab on Column Writing	2	40	60

BA-JMC Semester-III				
Programme Code	Programme Name	Credits	Marks Distribution	
			Internal	External
BJAMC 201	Media Management and Ethics	5	40	60
BJAMC 203	Public Relations	4	40	60
BJAMC 205	New Media Technologies	5	40	60
BJAMC 207	Basic of Camera Light and Sound	5	40	60
BJAMC 209	Development Communication	5	40	60

BA-JMC Semester-IV				
Programme Code	Programme Name	Credits	Marks Distribution	
			Internal	External
BJAMC 202	Radio Production	5	40	60
BJAMC 204	Television Production	5	40	60
BJAMC 206	Photo Journalism- I	5	40	60
BJAMC 208	Indian Constitution, Economy and Politics	5	40	60
BJAMC 210	Event Management	4	40	60

BA-JMC Semester-V				
Programme Code	Programme Name	Credits	Marks Distribution	
			Internal	External
BJAMC 301	World Media Scenario	5	40	60
BJAMC 303	Public Relations	4	40	60
BJAMC 305	Cyber Journalism	5	40	60
BJAMC 307	Photo Journalism-II	5	40	60
BJAMC 309	Photography and web content development Practical lab	2	40	60

BA-JMC Semester-VI				
Programme Code	Programme Title	Credits	Marks Distribution	
BJAMC 302	Industrial Training	8	200	50 (Viva Voce)
BJAMC 304	Project	8	100	50 (Viva Voce)

Rules & Regulations

Admission Process

The new admission shall be undertaken within the state of Punjab & UT of Chandigarh only. Entire admission process including fee submission shall be exclusively controlled by IKG-PTU through its online web-portal **odl.ptu.ac.in**

Steps to take admission:

- At the starting of each Admission Session University issues Academic Calendar mentioning the dates for admissions & other information.
- All students aspiring admission to Distance Education Program shall directly deposit their Fee to the University through individual student login ids at the online web portal **odl.ptu.ac.in** Fee can be paid only through Credit/Debit Card/Internet Banking. No other mode of fee submission shall be acceptable.
- Students are advised not to deposit any fee anywhere except as mentioned above. Still if any student submits his/her fee anywhere else, university will not be responsible for that.
- The detailed instructions for admission procedure & online fee submission will be available at the admission web portal itself.
- In case of any query, students may contact at email-ids dde@ptu.ac.in or Contact No. 9478098108, 01822-282502 / 282502.

UGC / DEC Policy on pursuing two or more Programmes Simultaneously

- Any candidate applying for admission to IKGPTU Distance Education Program shall be governed by the following UGC / DEC Policy on pursuing two or more Programmes Simultaneously:

The Distance Education Council in its 40th meeting held on 08 June 2012 approved a policy on pursuing two or more programmes simultaneously in various combinations as under:

Two Degree Programmes cannot be allowed to be pursued simultaneously. However, a student can pursue two programmes simultaneously through distance mode or combination of distance and regular modes from the same or different Universities / Institutions in various combinations, viz.,

1. One Degree and one Diploma / PG Diploma / Certificate
2. One PG Diploma and one Diploma / Certificate
3. One Diploma and one Certificate
4. Two PG Diplomas
5. Two Diplomas
6. Two Certificates

Accordingly every candidate will give an undertaking in the Admission Form itself that he shall not pursue two degree programs simultaneously and shall adhere to the UGC / DEC policy on pursuing two or more programs simultaneously.

Eligibility Check

Before taking admission students must ensure that they fulfil the eligibility conditions as mentioned in prospectus against each course. On successful submission of online form & fee, the student will be granted provisional admission immediately. University will check the eligibility of all the students and if the student is found eligible the admission will be confirmed and a Roll No will be issued to the student. In case, the student does not fulfil the eligibility criteria or a student does not report for eligibility check, the admission will be cancelled and fee will be refunded after deducting a processing fee of 20% of total fee submitted. However, no refund shall be made in case a student does not continue the course after he / she is found eligible in eligibility check and roll number is issued. In case of re-admission in subsequent semesters, no refund shall be made for fees once paid.

All the rules & regulations mentioned in prospectus, admission notification, academic calendar & any other notifications issued by the university from time to time shall be applicable to students.

Readmission Process

Student will be allotted a unique roll number in the first semester of admission. The roll number will continue to be the same for subsequent semesters and student will need to take readmission to next semesters against this roll number by filling the readmission form and paying the next semester fee. The course will have to be completed within maximum permissible duration. If the student does not take readmission in subsequent semesters, it will be his sole responsibility and any claims made later, after the readmission dates are closed shall not be entertained. It is advised that student should be in continuous touch with university website for knowing important information like readmission schedule, academic calendar, PCP schedule, assignments submission schedule, examination date-sheet, internal/external practical schedule & any other important information. No individual communication will be made to the students. All information will be uploaded by the university at its website: www.odl.ptu.ac.in

Personal Contact Program (PCP)

University will conduct Personal Contact Program (PCP) in every semester at its main campus (Kapurthala) and own Study Centres or online/query based as per UGC norms. The PCP will be an encapsulated academic module aimed at face to face interaction with faculty counsellors. It will provide complete academic resources to the distance learners by offering them access to class room teaching environment and well equipped laboratories for practical work. University issues PCP schedule for every semester which is notified through website.

Internal Assessment

For theory part, the Internal Assessment shall be based upon two assignments to be submitted by students as per the assignments schedule notified by university. In case of practicals, classes will be held at our Study Centers during the PCP. The internal / external assessment for practicals will be on the basis of lab work / viva-voce. On the last day of PCP, internal practical exam / viva-voce will be held for all practical subjects at respective Study Centers to mark internal assessment for practical subjects.

Summer / Industrial Training & Substitute Arrangements

Wherever there is provision of summer / industrial training in the course scheme, it will be desirable that students take up the training in industry. However if any student cannot opt

for summer / industrial training, he may take up Minor / Major Project of same credits on the basis of field study as approved by respective project coordinator / faculty.

Examination

Final Examinations will be conducted at the end of each semester. The schedule/Date Sheet of the semester end examination will be made available at University website. Theory examinations will be conducted at the examination centres established by the University. Practical/Viva-voce examinations will be conducted as per IKG-PTU norms and schedule notified.

The grade of pass marks required is minimum 40% in each paper.

If the student fails in any subject in the semester end theory examination he may apply for Re-checking / Revaluation of his answer script by applying for the same within stipulated time and submitting requisite fee as per applicable norms of examinations. The student can apply for reappear examination in next semester for the subjects which he could not pass in previous semester. All the General Examination Norms / Unfair Means Cases (UMC) Norms / Re-checking / Revaluation / Reappear Norms as notified by university from time to time shall be applicable to the students.

DMC / Degree / Certificate

After every semester, Detailed Marks Card (DMC) shall be issued only to students passing all the subjects of the term end examinations and internal assessment. A consolidated DMC / Transcript would be available at the completion of the course.

The Degree / Diploma / Certificate will be awarded to the student only if he has acquired a pass grade in all the semester end examinations and internal assessment, within the maximum permissible duration of the course.

In case the student does not pass all the subjects (Semester End Examinations & Internal Assessment) in the maximum permissible duration of the course as mentioned in the course details, he will not be entitled for award of concerned Degree / Diploma / Certificate.

Student Welfare Schemes

- **25% tuition fee waiver to Defence Personnel / Ex-Servicemen & their wards.**

University provides 25% concession in tuition fee to the Defence Personnel / Ex-Servicemen and their wards who take admission in any of the courses being run by the University under distance education. An authentic proof for the same will be required to be submitted by the student seeking this fee waiver.

- **Fee waiver to Physically Handicapped students**

University provides concession in tuition fee to Physically Handicapped students. This waiver will be exactly in proportion to the percentage of disability. Student seeking this fee concession will be required to submit a certificate of disability / handicap certificate issued by Civil Surgeon or CMO where the percentage of disability must be mentioned.

- **Post Matric Scholarship Scheme**

University also admits students under the Post Matric Scholarship Scheme being run by the Government for the students belonging to SC / ST category with family income from all sources less than 2.5 lacs. The students seeking the benefit under this scheme will be required to submit a caste certificate & proof of income.

- **PTU Employees**

IKG-PTU employees will be entitled for full fee concession and their wards (unemployed / unmarried) will be entitled for 50% concession of course fee. The detailed provisions as notified by university in this regard shall also be applicable in this case.