

Distance Education Programme

Of late, Distance Education has become a premier mode of imparting higher education, both at the national and international level. Higher education and development of a nation being closely related, the Government of India has set up a target to raise the percentage of eligible age group (17 to 23 years) in higher education from abysmally low of 6 percent to at least 15%. The capability of the existing conventional education system to cater to such a large targeted size of population is, undoubtedly, limited. The Government, therefore, has decided to encourage distance education as a cost effective channel to expand higher education in the country.

The Guru Nanak Dev University started its distance education programme with the approval of Distance Education Council from the session 2002-2003.

Under this programme, a number of technical, professional and conventional courses running parallel to courses offered in conventional mode have been introduced. Unrestricted mobility of students between distance and conventional mode of education is the merit of our distance education programme. Under this programme, ordinances, syllabus, examination, evaluation etc. is the same as for regular students.

Under this programme, a number of Associate Institutes have been setup where classroom teaching is an integral part of distance learning. The University ensures the quality of teaching at the Associate Institutes by making regular inspections of the physical and academic infrastructure. While quality assurance remains an important objective of the distance education programme, it also aims at spreading higher education to the remote, rural and border areas of the state, especially for the benefit of women and other groups that remain left out from the conventional stream.

In 2002-2003, to start with about 30 Associate Institutes were set up. Now their number has grown three times. The number of students under this programme has also increased five fold.

Institutions Eligible for Associate Institute.

- (i) Existing recognized colleges, schools, educational and research institutes; and
- (ii) Registered societies of charitable nature, Non-Government Organization (NGO) or any other voluntary organization with a standing of three years in their field of operation.

The applicant institution, shall have :

- (i) a sufficient number of properly ventilated spacious class rooms equipped with adequate and quality furniture;
- (ii) audio-visual aids as OHP, VCR, Television etc;
- (iii) its own Computer Lab with Internet connection;
- (iv) a well-stacked library ;
- (v) Teaching faculty as per the norms prescribed by the University.

List of Courses

Category A Courses: 30 Seats (Each)

[In case of M.Sc.(Computer Sc.), M.Sc.(Information Technology), courses maximum number of Seats : 25 each]

1. M.Sc. (Computer Science) – Two years
2. M.Sc. (Information Technology) – Two years
3. L.L.B (Academic) – Two years
4. B. Lib. & Information Science – One year
5. B.C.A – Three years
6. B.Sc. (Information Technology) – Three years
7. Bachelor in Insurance and Risk Management- Three years
8. Postgraduate Diploma (One year) after graduation.
 - i) Computer Application
 - ii) Web Designing
9. Diploma (after +2) - One year
 - i) Computer Application
 - ii) Legal Transcription
 - iii) Computer Art & Design
 - iv) Business Statistics & Computer Application

Category B Courses: 30 Seats (Each)

[In case of M.Com. course maximum number of Seats : 25 only]

1. M.Com. – Two years
2. M.Sc. (Mathematics) – Two years
3. B.B.A – Three years
4. B.Com. (Professional) – Three years
5. Postgraduate Diploma (One year) after graduation.
 - i) Business Management
 - ii) Guidance and Counseling
 - iii) Dress Designing and Tailoring
 - iv) Cosmetology

6. Diploma (after +2) - One year
 - i) Library Science
 - ii) Cosmetology
 - iii) Commercial Art
 - iv) Home Management
 - v) Business Management
 - vi) Marketing Management
 - vii) Personnel Management
 - viii) Journalism & Mass Communication
 - ix) Import & Export

Category C Courses : 40 Seats (Each)

1. B.Com. – Three year
2. M.A. – Two years
 - i) Philosophy
 - ii) Religious Studies
 - iii) Punjabi
 - iv) English
 - v) Economics
 - vi) Political Science
 - vii) Hindi
 - viii) History
 - ix) Police Studies
 - x) Defence Studies

3. B.A. (*Compulsory Subjects: Two + Elective Subjects: three - Subject to such conditions that may be imposed by the University from time to time*).

VOCATIONAL SUBJECTS PERMITTED IN B.A.

A candidate can offer only two vocational course subjects from the list below:

Computer Maintenance/ Functional English/ Tourism and Travel Management/ Office Management & Secretarial Practice/ Functional Sanskrit/ Tax Procedure & Practice/ Advertisement Sales Promotion and Sales Management/ Functional Punjabi/ Functional Hindi/ Fashion Designing & Garments Construction/ Journalism & Mass Communication/ Fashion Designing/ Information Technology.

4. Diploma (*after +2*) in
i) Punjabi Lok Sangeet
ii) Translation
a) Hindi
b) Punjabi
iii) Stitching and Tailoring
5. Giani
6. Certificate Course (*after 10th*) :
i) Punjabi Lok Sangeet
ii) Translation
a. Hindi
b. Punjabi

Note :

- 1. Associate Institutes may apply for any number of courses. However the permission to start the course/subject shall be given on the recommendations of the Inspection Committee and as per the rules of the University.**
- 2. Candidates will be admitted to courses as per the eligibility conditions in force at the time of admission.**
- 3. The course of study, the duration of courses, the medium of instruction and examination and mode of examination, unless otherwise specified, shall be the same as existing in the University.**
- 4. Degree/ Certificate awarded under these programmes shall have a mention of the 'Distance Education' mode.**
- 5. Associate Institutes must ensure at least 40% admission in each course.**

Fee Chargeable From Associate Institute

Fees (non-refundable), as applicable, from the Institutes under following heads, will be charged:

	(Rs.)
(i) Application Processing Fee (one time <i>at the time of submitting the application</i>)	15,000/-
(ii) Associate Fee (one time <i>to be deposited before the conferment of the Status</i>)	1,00,000/-

(iii) Course Fee (<i>one time</i>)	
(a) Category A & Category B Courses (one time):	
Undergraduate/ Diplomas/ Certificate Course	15,000/- (per course)
Postgraduate	30,000/- (per course)
(b) Category C Courses (One time) :	
Undergraduate/ Diplomas/ Certificate Courses	6,000/- (per course)
Postgraduate	12,000/- (per course)
(iv) Continuation Fee (<i>per annum</i>):	
Up to 5 courses	30,000/-
Up to 10 courses	50,000/-
Up to 20 courses	70,000/-
More than 20 courses	1,00,000/-

(v) Enrolment Fee/Annual Fee:

All charges (*excluding University fees*) collected from the students under this programme will be shared between the University and the Associate Institute in the ratio 30:70 as per the terms and conditions decided by the University. In case of B.A. course only, the University share will be 20%.

Note : The University may revise the above fee structure. The Institute shall pay the difference, if any.

(vi) Annual Fee (excluding University Fees):

	Category A Course	Category B Course	Category C Course
1. Undergraduate	Rs. 22,000/-	Rs. 10,000/-	B.A. Rs. 2,500/- Others Rs. 6,000/-
2. Postgraduate	Rs. 25,000/-	Rs. 12,000/-	Rs. 8,000/-
3. Diploma			
i) Postgraduate	Rs. 22,000/-	Rs. 10,000/-	Rs. 6,000/-
ii) Undergraduate/ Certificate Courses	Rs. 15,000/-	Rs. 6,000/-	Rs. 2,500/-

Notes:--

- (i) Besides Annual Fee as mentioned in the above table, the Associate Institutes shall also charge every year University fees as per rules and regulations and as may be decided by the University from time to time. At present, University fees are charged under the heads: (i) Registration Fee; (ii) Enrollment Fee; (iii) Migration Fee; (iv) Continuation Fee; (v) Re-eligibility Fee; (vi) Verification Fee; (vii) World University Fee; (viii) University Vikas E-mail Fee; (ix) Distance Education Development Fee (x) University Examination Fee (Fee applicable in case of regular students) and (xi) Youth Welfare Fee.
- (ii) Associate Institutes will be responsible for collection of fees from the students and the timely remittance to the University. Failure to do so shall attract interest at the rates approved by the Syndicate. If all dues of a candidate are not cleared by the prescribed dates, his/her candidature for final examination shall stand automatically cancelled.
- (iii) University is authorized to revise the above fee structure, including University fees, at any time during the academic session. Candidates shall pay the difference of fee, if any.

- (iv) Last date for Applying as New Associate Institute – **End of February each Year.**
Last date for old Institutes for applying for continuation (and new course/s) - **31st May, each Year.**
If applied after the due dates, late fee shall be charged as per decision of the Syndicate.

Should you require any information, please contact:
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