

Course : Bachelor of Arts (English Communication Skills, Punjabi Communication Skill, English Literature, Hindi Literature, Punjabi Literature, Religion, History, Political Science, Sociology, Psychology, Public Administration, Defence and Strategic Studies, Mathematics, Education, Computer Applications

a) Mission, Objectives and Relevance of the Programme:

1. To create an awareness of the environment and acquisition of specialized knowledge in the field of languages, literature, social sciences, computer application education.
2. To enable to relate between various social sciences, to balance between fiction and realism and application of knowledge to reach feasible and realist solutions to various societal problems and challenges.
2. Equipping the students for career in various related vocations and services.
3. Preparing the students for various jobs and positions in NGOs and private sector.

b) Nature of Prospective Target Group of Learners:

- Those who belong to the rural and semi-urban areas.
- Those who cannot afford regular education in terms of time or money, especially the female students who are desirous of obtaining higher education but cannot do so due to personal or family reasons.
- Those who are employed at remote places, especially the army and para-military personnel as well those who have long gap in their studies.
- For promotion at work place.

c) Appropriateness of the Programme to be Conducted in Open and Distance Learning Mode to Acquire Specific Skills and Competence:

- This degree can be acquired through Open and Distance Learning mode as SLM and other related study material can be provided to the students through teleconferencing, webconferencing, websites, whatsapp and other means of social media.
- Links to important Governmental websites, data based sites etc. can be easily browsed at comfort and convenience by the students sitting at his home/work place.
- This programme through ODL mode will be highly beneficial to the students who are already employed and aspired further promotions, or upgradation of their knowledge

d) Instructional Design:

- The three-year programme has six semesters.
- Print/Online SLMs are provided to the learners. Along with English medium, learning material is also made available in the vernacular language (Punjabi, in our case).
- Faculty is available in accordance to the prescribed UGC norms. Research fellows in the department also extend support in teaching in case of a need. Services of teachers from regular departments are sought and provided whenever required.
- Video lessons on several topics of the syllabi have been prepared.

e) Procedure for Admission, Curriculum, Transaction and Evaluation:

- Anyone with a score of 35% at 10+2 level (from any discipline, e.g. Humanities, Social Sciences, Sciences, Engineering, Medical Science etc. can seek admission to the course.
- Our curriculum is at par with the regular Course.
- Faculty is available round the clock to the students through various means of social media and telephone facility and mobile, dissemination of important information through website and SMS.
- Teachers are accessible in person on all working days. They can also be contacted on phone or through email.
- Personal Contract Programmes (PCPs) are held for 10 – 12 days during each semester. In addition to the formal lectures, consultation is provided to the learners during the PCPs.

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- Internal Assessment has been assigned 30 marks out of total 100 marks. Students are assessed continuously throughout the Semester by employing the following - Assignments, Quiz test, Multiple Choice Questions, Written Test.
- f) **Requirement of Laboratory Support and Library Sources:**
- Well equipped Psychology, Language and Computer Laboratory are there in the department. Practical classes are undertaken at regular interval of time.
 - Library is rich in Text Books, Research Books, newspapers, magazines and Journals of Social Sciences and languages.
- g) **Cost Estimate of the Programme & the Provisions:**
As per norms of the University. Fee structure in detail has been mentioned in the Propectus.
- h) **Quality Assurance Mechanism and Expected Programme Outcomes:**
- Regular updating of the syllabi that have been prepared time to time by the concerned Board of Studies following the UGC guidelines for curriculum and approved by the respective Faculty.. The Syllabi of the programme offered through distance mode is at par with the programme offered through conventional mode.
 - Preparation and updation of SLM by panel of eminent experts in the related subjects.
 - Regular updation of SLM material.
 - Throughout the session , engaging candidates through quiz tests, multiple choice tests etc.
 - Course is updated from time to time on the basis of Feedback from the students, prospective candidates and other relevant stakeholders.
 - Course is designed to equip the learners with knowledge and skills that enhance their capacity to undertake various jobs and perform various roles.

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Coordinator B.A.
14.8.23