



**JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY  
PATIALA**

**(Established by Act No. 19 of 2019 of the Legislature of State of Punjab)**

**GUIDELINES ON PROGRAMME PROJECT REPORT (PPR)**

It is hereby certified that the Programme Projects Reports of the School of Religious Studies, School of Business Management and Commerce, School of Sciences and Emerging Technologies and School of Social Sciences and Liberal Arts have been prepared keeping in view the guidelines laid down by University Grants Commission for Distance Education Bureau. The contents of the PPRs include:

1. Programme's mission and objectives
2. Nature of Prospective target group of Learners
3. Instructional Design
4. Procedure for admissions, curriculum transaction and evaluation:
5. Quality assurance mechanism and expected programme outcomes

The PPRs are being enclosed for your kind perusal with this certificate.

*[Signature]*  
Dean Academic Affairs  
Jagat Guru Nanak Dev  
Punjab State Open University  
Patiala

# JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

(Established by the Act No.19 of 2019 of the Legislature of the State of Punjab)

## MINUTES OF THE ACADEMIC COUNCIL

An online meeting of the Academic Council of Jagat Guru Nanak Dev Punjab State Open University, Patiala was held on 23.04.2021 at 12.00 noon in the committee room of the university at Patiala.

The following members attended the meeting:

- 1. Prof. Karamjeet Singh, Vice-Chancellor (Chairman)
  - 2. Principal Khushvinder Kumar
  - 3. Principal Gurbinder Singh Samra
  - 4. Principal Buta Ram
  - 5. Principal Tarlok Bandhu
  - 6. Principal Ajay Sharma
  - 7. Sh. Jatin Talwar,
  - 8. Prof. Jagmohan Singh,
  - 9. Prof. Madhu Parhar, Director CEMCA
  - 10. Prof. Anita Gill, Dean Academic Affairs
  - 11. Dr. Amitoj Singh (Special Invitee)
  - 12. Dr. Gurleen Ahluwalia, University College, Ghanour (Special Invitee)
  - 13. Dr. Rohit Kumar, University College, Ghanour (Special Invitee)
  - 14. Dr. Dharam Singh Sandhu, Registrar (Convener)
- (Sh. Parminder Singh PCS, DPI (Colleges), Sh. Kumar Saurabh Raj IAS, Sh. Taranjeet Singh Bhamra, could not attend the meeting)

At the outset, the Vice-Chancellor welcomed all the members and introduced the newly appointed Dean Academic Affairs, Registrar, and faculty of the University. He also shared that the title of various Degree/PG Diploma/Diploma/ Certificate courses had already been approved by the Academic Council in its meeting held on 21.12.2020, the Planning Board in its meeting held of 24.12.2020, and the Board of Governors in its meeting held on 17.02.2021.

The agenda of the Academic Council was then taken up and discussed.

### ITEM NO 1 : STRUCTURE AND SYLLABI OF COURSES

The Vice-Chancellor briefly informed about the procedure followed in framing the structure and syllabi of courses to be started in the University from the session 2021-22 and thanked all the experts from different Universities who had helped in framing the structure. Thereafter the Vice-Chancellor asked the Dean Academic Affairs to put up the Project Report of Programmes & Structure/ Syllabi of each course to be offered by the University from the session 2021-22 onwards.

While discussing the structure and syllabi of different courses in detail, various suggestions/observations were put forward by members. It was suggested that the practical



training part be emphasized in courses, especially in Commerce and Data Sciences. The use of specific evaluation tools for language skills was also suggested. Enhanced suggested readings regarding innovations in education were also put forward.

**RESOLVED**

After thorough deliberations, the Academic Council unanimously approved the syllabi structure of all courses as per the given agenda.

**ITEM NO 2 – FEE STRUCTURE OF COURSES**

The Vice-Chancellor asked the Registrar to put up before the house the proposed fee structure of University. It was observed in the meeting that the fee structure of the programme in B.Sc. (Data Sciences) was low and needs to be hiked up. Also, it was recommended that the security to be charged in Certificate and PG Diploma courses be made a part of the total fee structure, and authorized the Vice-Chancellor to bifurcate the total fees as per requirement.

**RESOLVED**

After thorough discussion, the fee structure as proposed for the Degree programmes were approved by the Academic Council. Further, the Academic Council also approved the total fee to be charged for the Certificate/PG Diploma Courses as per following:

Fees (Rs.)	Certificate Courses : Punjabi Ethos and Culture; Science of Happiness at Work; Effective Business and Social Communication; Creativity and Innovation in School Education; Values and Learning of Sikhism	Certificate Courses : Digital Marketing, Rural Management, Cyber Security, Artificial Intelligence and its Application	Post Graduate Diploma in Sikh Theology
Registration	300	300	300
Tuition Fees	1800	3800	3800
Examination Fees	1400	1400	1400
I.T and Other Charges	500	500	500
<b>Total (Rs.)</b>	<b>4000</b>	<b>6000</b>	<b>6000</b>

*[Signature]*  
Registrar  
(Convener)

*Put up before BOG for approval*

Confirmed

*[Signature]*  
26/4/2021  
Vice-Chancellor  
(Chairman)

Jagat Guru Nanak Dev Punjab State Open University <jgnd@psou.ac.in>



# Minutes of the Academic Council

messages

Jagat Guru Nanak Dev Punjab State Open University <jgnd@psou.ac.in> Mon, Apr 26, 2021 at 5:00 PM  
 To: vc@psou.ac.in, daa@psou.ac.in, drkhush01@gmail.com, samra08@yahoo.com, divyarana93@gmail.com, bandhu2002@yahoo.co.in, principalsacm@gmail.com, commerceajay@gmail.com, dpipunjab@gmail.com, itepunjab@punjab.gov.in, contact@agnext.com, ceo@agnext.in, ceo@agnext.com, talwar@ttconsultants.co.in, talwar@ttconsultants.com, sjagmohan96@gmail.com, mparhar@col.org, dharamsandhu@gmail.com, svc@psou.ac.in

Respected Sir/Madam,

Please find enclosed the minutes of the meeting of the Academic Council dated 23<sup>rd</sup> April, 2021 for perusal.

Members of the Committee are requested to go through the minutes and kindly confirm the same within 2 days through email svc@psou.ac.in

Registrar

Issue to all members of the Finance Committee

Minutes of Academic Council.pdf  
3285K

Mon, Apr 26, 2021 at 5:00 PM

Agnext Team <contact+canned.response@agnext.in>  
To: jgnd@psou.ac.in



## Thanks for contacting us

We hope to find you in good health and a safe environment. Your query has been forwarded to the concerned team. One of our team members will get back to you soon after evaluation.



Quality • Safety • Traceability

(49)



5/7/2021

Read the minutes.

There are no comments from my side and confirm.

All the Best and all Stay Safe.

With regards.

Prof. Madhu Parhar

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**From:** Jagat Guru Nanak Dev Punjab State Open University <jgnd@psou.ac.in>

**Sent:** 26 April 2021 17:00

**To:** vc@psou.ac.in; daa@psou.ac.in; drkhush01@gmail.com; samra08@yahoo.com; divyarana93@gmail.com; tbandhu2002@yahoo.co.in; principalsacm@gmail.com; commerceajay@gmail.com; dpipunjab@gmail.com; dtapunjab@punjab.gov.in; contact@agnext.com; ceo@agnext.com; talwar@ttconsultants.co.in; j.talwar@ttconsultants.com; sjagmohan96@gmail.com; Madhu Parhar <mparhar@col.org>; dharamsandhu@gmail.com; svc@psou.ac.in

**Subject:** Minutes of the Academic Council

External Sender

[Quoted text hidden]

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**Principal Sacm** <principalsacm@gmail.com>  
To: Jagat Guru Nanak Dev Punjab State Open University <jgnd@psou.ac.in>  
Cc: vc@psou.ac.in, dharamsandhu@gmail.com, svc@psou.ac.in

Tue, Apr 27, 2021 at 9:21 AM

Respected Dr. Sandhu

The minutes of the meeting are confirmed.

All the Best and all Stay Safe.

With regards.

Dr. Ajay Sharma

Principal

[Quoted text hidden]

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Dr. Ajay Sharma  
Principal  
Sri Aurobindo College of Commerce and Management,  
Vill. Jhande, P.O. Threeeke,  
Ferozpur Road,  
Ludhiana -142021  
Mobile: +91 98720 81199

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**Dr Khushvinder Kumar** <drkhush01@gmail.com>  
To: Jagat Guru Nanak Dev Punjab State Open University <jgnd@psou.ac.in>

Tue, Apr 27, 2021 at 6:21 PM

Respected Dr. Sandhu  
Seasons Greetings

(50)

5/7/2021

Jagat Guru Nanak Dev Punjab State Open University Mail - Minutes of the Academic Council

I approve the minutes of the meeting.

Regards

Dr. Khushvinder Kumar

Principal

Multani Mal Modi College

Patiala

Mobile : 09815546108, 09814814477

[Quoted text hidden]

**Samra Gurpinder Singh Samra** <samra08@yahoo.com>

To: Jagat Guru Nanak Dev Punjab State Open University <jgnd@psou.ac.in>

Wed, Apr 28, 2021 at 6

Respected Sir,

After go through the minutes , i confirm the minutes of the meeting of the Academic Council dated 23<sup>rd</sup> April, 2021.

with deep regards,

**Dr. G.S.SAMRA**

Principal

Lyallpur Khalsa College Jalandhar

[Quoted text hidden]

**tarlok bandhu** <tbandhu2002@yahoo.co.in>

To: Jagat Guru Nanak Dev Punjab State Open University <jgnd@psou.ac.in>

Wed, Apr 28, 2021 at 12:45 P

Dear Dr Sandhu,

The minutes as per attached file are confirmed.

Regards.

**Tarlok Bandhu**

[Quoted text hidden]

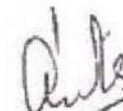




JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY,  
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The syllabi for Bachelor in Liberal Arts (BLA) has been prepared and finalized by the Expert Committee (in lieu of Board of Studies) of the School of Social Science and Liberal Arts in its meeting held on 10-03-2021, and subsequent discussions thereafter. The Committee approves of it, and on behalf of the Committee, I, as Chairperson of the School, submit the copies of the Programme Project Report and Syllabi, to be placed before the Academic Council for its perusal and approval.

  
(Prof. Anita Gill) 12/04/2021  
Dean Academic Affairs

Academic Council

**Fwd: Subject: Submission of Programme Project Reports of Certificate courses and Syllabi of B.Com (Digital) Undergraduate courses.**

2 messages

Manjit Singh <smanjitt@gmail.com>  
To: daa@psou.ac.in, "jgnd@psou.ac.in" <jgnd@psou.ac.in>

Mon, Apr 12, 2021 at 4:11 PM

Dear Dr Gill,

Please find attached the Programme Project Report ( including the syllabus ) for the Certificate Courses : Digital Marketing, Rural Management and B.Com ( Digital ) , to be offered by Jagat Guru Nanak Punjab State Open University in its School of Business Management and Commerce, has been prepared by the Committee of Experts ( in lieu of Board of Studies ) . I , as Chairperson of the Committee, hereby approve of it and submit it to be placed before the Academic Council of the University.

From :  
Prof. Manjit Singh  
Chairperson, Expert Committee  
School of Business management and commerce  
JGNPSOU , Patiala



Minutes of meeting of Expert Committee held on 12.04.2021 (online) at 6.00 pm

Committee Members

1. Prof. Sukhwinder Singh (Chairman)
2. Prof. Maninder Singh
3. Prof. Challa Rama Krishna
4. Principal Baljit Singh
5. Dr. Anju Bala
6. Dr. Vinay Arora
7. Dr. Vipul Sharma
8. Dr. Amitoj Singh (Convener)

Convener briefed the committee members about the scheme and syllabi finalized by the committee in previous meetings and shared updated Programme Project Reports of B.Sc. (Data Science), Certificate Course in Artificial Intelligence and its Applications and Certificate Course in Cyber Security as per Annexure-A.

Committee unanimously approved the Syllabi of all the 3 Programmes and recommended to forward these syllabi in academic council for approval.

Encl:

Annx-A: Combined PPRs of B.Sc. and Certificate Courses

DocuSigned by:  
Dr. Anuj Singh  
41E121727444

DocuSigned by:  
[Signature]  
1321F0F093C34A1

DocuSigned by:  
Dr. Vinay Arora  
0300E57E858E4AE

DocuSigned by:  
[Signature]  
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DocuSigned by:  
Anju Bala  
A5D123B8224E4FB

DocuSigned by:  
CRM  
1E16E0B2B36ACE

DocuSigned by:  
Prof. Maninder Singh  
A15087B2E53648E

DocuSigned by:  
Prof. Sukhwinder Singh  
AA124EE84255445



**Fwd: Submission of the PPRs for Certificate Courses and Syllabi of English Courses for undergraduate programmes**

Mon, Apr 12, 2021 at 1:25 PM

Dean Academic Affairs <daa@psou.ac.in>  
To: jgnd@psou.ac.in

Forwarded message

From: Deepti Gupta <deepti.elt@gmail.com>  
Date: Wed, Apr 7, 2021 at 6:56 AM

Subject: Fwd. Submission of the PPRs for Certificate Courses and Syllabi of English courses for undergraduate programmes  
To: <daa@psou.ac.in>

Dear Ma'am,

After thorough discussion with the members of the Expert committee (in lieu of Board of Studies) School of Languages, JGNDPSOU through online meeting held on March 18, 2021, the **Programme Project Reports and syllabi of English** courses for three years (i.e., for 2021-22, 2022-23, 2023-24) for undergraduate programmes and Certificate courses of Jagat Guru Nanak Dev Punjab State Open University, Patiala have been prepared. The Committee approves of the same and hereby, on behalf of the committee, I submit the copies of the above documents (as attachments to this mail) to be placed before the academic council.

- (I). **PPR-Certificate Course in Effective Business and Social Communication**
- (II). **PPR-Certificate Course in The Science of Happiness at Work**
- (III). **Syllabi of English Compulsory and Elective Courses for BLA/B.Sc/B.Com**

thanks

regards

Deepti

Prof. Deepti Gupta

Chairperson, Expert Committee,

School of Languages, JGNDPSOU, Patiala

Professor Deepti Gupta

Dept. of English & Cultural Studies  
Panjab University, Chandigarh

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JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY,  
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The Programme Project Report ( including the syllabus ) for the Certificate Course in Creativity and Innovation in School Innovation , to be offered by Jagat Guru Nanak Punjab State Open University in its School of Education and Vocation , has been prepared by the Committee of Experts ( in lieu of Board of Studies) . I , as Chairperson of the Committee, hereby approve of it and submit it to be placed before the Academic Council of the University.

*Confirmed as received through whatsapp*

*Ante*

*12/04/2021  
(DAA)*

-Sd-

(Prof. Jatinder Grover)  
Chairperson , Expert Committee  
School of Education & Vocation

Academic Council



JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY,  
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I as Chairperson of the Board of studies PG Diploma in Sikh Theology, Certificate Course in Values and learning of Sikhism approve the courses and submit it to be placed before the Academic Council of the university

*Confirmed as received through Whatsapp*

-Sd-

(Prof. Sarbjinder Singh)  
Chairperson, Expert Committee  
School of Religious Studies

*12-04-2021*  
(Dean Academic Affairs)

Academic Council





JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY  
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**QUALITY ASSURANCE GUIDELINES OF LEARNING MATERIAL IN MULTIPLE  
MEDIA AND CURRICULUM AND PEDAGOGY**

It is hereby certified that

1. The Self Learning Material (SLM) has been developed with the approach of self-explanatory, self-contained, self-directed, self-motivating and self-evaluating.
2. The Self Learning Material is self-contained providing complete course description comprising overview of units along with objectives, activities, assignments and additional resources.
3. The courses have been designed to teach concepts and skills that the learner will retain throughout the study.
4. The Self Learning Material has been structured on the Learning Outcome based Curriculum Framework (LOCF).
5. The Self Learning Material encourages learner to apply new knowledge and skills.
6. The content of a course is divided into a few Blocks on major related themes, each block containing a few Units on a major theme for effective learning.
7. The units in the Self Learning Material have been developed in defined formats with the following features, namely:-
  - (a) Consistent layout and format
  - (b) A unit structure, Introduction, and expected learning outcomes and reference to prior learning at the beginning of the unit and Summary at its end
  - (c) Presentation of content in appropriate sequence in sections and sub-sections synchronized with learning objectives and outcome, containing plenty of examples including national or international case studies, wherever relevant
  - (d) Inclusion of adequate suggested reading (both print and online).

(66)

  
Dean Academic Affairs  
Dean Academic Affairs  
Jagat Guru Nanak Dev  
Punjab State Open University  
Patiala