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DISTANCE EDUCATION PROGRAMMES

PROSPECTUS **JULY 2022**



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Welcome Message from THE CHANCELLOR

Since its inception, Chandigarh University has been a trendsetter in providing quality education to global students and is known for new age academics. Taking ahead this idea of reaching out with quality education to a larger audience, CU has introduced the distance learning programme, Chandigarh University Institute of Distance & Online Learning (IDOL) or CU-IDOL to cater to the aspirations of people who have always been wanting to get quality education but have remained deprived.

CU-IDOL is not just any other distance learning programme, it has been designed keeping in mind the ambitions of those who do not have access to quality education. Designed in consultation with industry leaders and some of the best minds in education, CU-IDOL intends to create better opportunities for those who have been striving to achieve the best. Recently we have been accredited with A+ rating by NAAC for our excellent work in the field of education. The goal of CU-IDOL is to provide an effective alternative path to wider opportunities in education. Chandigarh University strives to provide educational facilities to qualified and willing individuals. I welcome you to utilize the high level of support and number of services to give wings to your dreams. Because we always strive to make you realize your dreams.



S. Satnam Singh Sandhu
Chancellor, Chandigarh University

Welcome Message from THE PRO-CHANCELLOR



Prof. (Dr.) R. S. Bawa
Pro - Chancellor, Chandigarh University

At Chandigarh University, we believe in providing an encouraging environment where students can learn, dream, and innovate. Our first-class education facilities consist of practical training, problem-solving approach, flexible interdisciplinary academic model matching the international standards. Here, learning unfolds through a strong online academic structure and fundamental teaching methodologies. In our virtual campus, you will not only learn and interact with individuals from different professional backgrounds, but will have direct access to e-learning resources, study materials, experienced faculty and more. We promise to usher in the best resources from all over the world.

I welcome all of you to be a part of Chandigarh University and work towards achieving your dreams.



Dr. Satbir Singh Sehgal
Pro-Vice Chancellor,
Chandigarh University



Message from THE PRO-VICE CHANCELLOR

Chandigarh University was established by the Punjab State Legislature and has recently been accredited with the prestigious A+ grade by the National Assessment and Accreditation Council (NAAC) in its first cycle of the accreditation process. The University is recognized by University Grants Commission under Section 2(f) and has approvals by various Regulatory Bodies like COA, PCI, BCI, NCTE, NCHMCT etc. CU has been bestowed with many prestigious awards and recognitions including the title of Asia's Fastest Growing Private University. To honour the repeated demands of the working professional/candidates who could not join colleges/University as a regular student, the University has stepped forward to establish the INSTITUTE OF DISTANCE & ONLINE LEARNING (IDOL) with a mission to impart higher education in the areas of Management, Commerce and Computer Science, English, Psychology etc.

The prominent features of the CUIDOL is the integration of digital technology right from the online admission process, learning management system and content delivery of curricula with a blend of high degree of flexibility. The University provides well carved study material along with excellent 24x7 support system. We are committed to nurture the future generations through core values.

We are also committed to meet the needs of our students in an innovative and industry ready curricula, effectiveness, academic rigor and personalized services. I heartily welcome the students seeking admission in the program offered by CUIDOL.

ABOUT CHANDIGARH UNIVERSITY

Chandigarh University (CU) is a known name in the Indian education arena which has consistently delivered excellence in academia, research & placements. CU has the distinction of ushering in a new era in higher education by creating a unique, inspirational academic model, coupled with unprecedented industry patronage for experiential learning and unbeatable placements that is further supported by outstanding facilities and extensive international partnerships.

The university has been bestowed with many awards and recognitions, including the title of Asia's Fastest Growing Private Institution, the entry in Limca Book of Record for inviting the highest number of companies in a year for campus placements and more.

Wide spectrum of programmes paired with flexibility, experiential learning and interdisciplinary orientation emancipate our students to explore their interests and pursue fulfilling careers. At CU we are grooming students to be socially sensitive through intellectually challenging and contemporary diverse culture.

INSTITUTE OF DISTANCE AND ONLINE LEARNING

The Distance Open Learning can be stated as Imparting education with the help of blended technology and resources to the learners who are remote in place and in pace from the teacher/teaching institution due to economic, social and geographic considerations. The education is the all-time need of any civil society and the technology is not just in all walks of life but it is now "way of Life". The Chandigarh University Institute of Distance and Online Learning (CU-IDOL) have the ambitious plan to cater the need for student centric quality education to the wide range of knowledge requirements of divergent learning aspirants. Our vision is to create excellence in Distance and Online Learning by providing the technology interface between the learned and learner so as to spread the quality education at affordable cost with ease of learning across all sections of society.





**NAAC
GRADE A+**

ACCREDITED UNIVERSITY

AWARDS & RANKINGS



HIGHEST NUMBER
OF COMPANIES
FOR PLACEMENTS
- by Limca Book of Records



BEST STUDENT
FRIENDLY
UNIVERSITY
- by Star Group



UNIVERSITY
WITH BEST
PLACEMENTS
- by WCRC

nirf
RANKED AMONGST
TOP UNIVERSITIES
IN ALL INDIA
NIRF RANKINGS

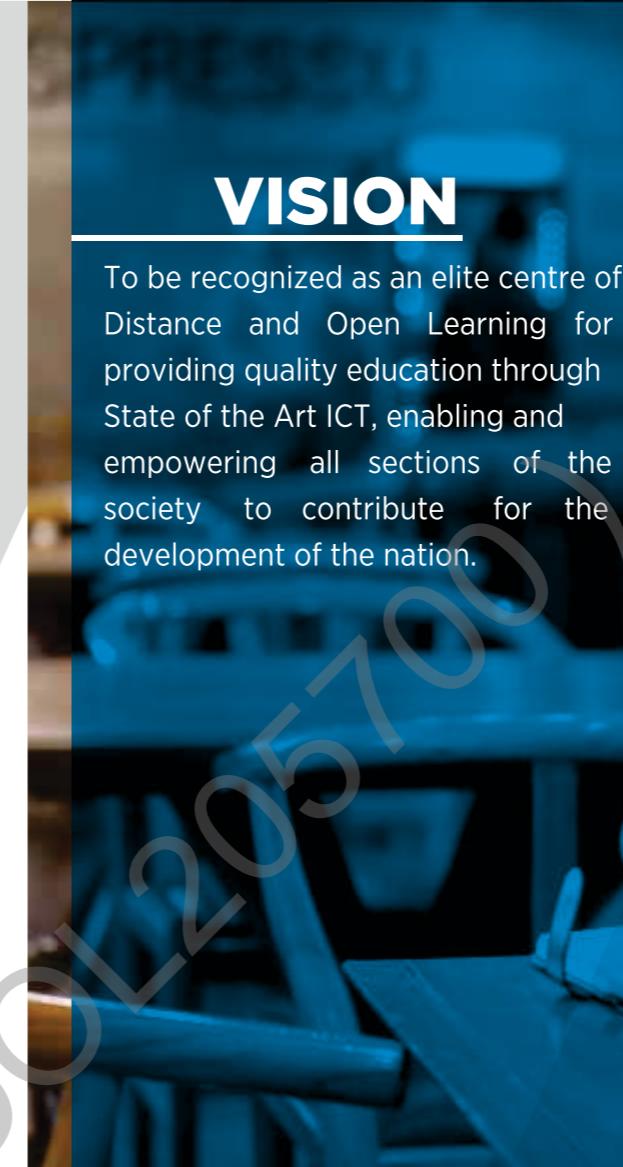
**QS UNIVERSITY
RANKINGS
ASIA**
OVERALL RANK 271-280



RANKED 3RD
AMONG TOP PVT.
UNIVERSITIES
OF INDIA
- by India Today

VISION

To be recognized as an elite centre of Distance and Open Learning for providing quality education through State of the Art ICT, enabling and empowering all sections of the society to contribute for the development of the nation.



MISSION

- Providing state of the art technology, infrastructure, renowned academicians and ideal environment for knowledge transfer through Distance and open Learning.
- Creating curriculum at par with the best regular programme curriculum consisting of innovative, career-oriented courses.
- Establishing a unique transformative centre of research for modern pedagogical Computer Based teaching (CBT), digital content development, video lecture development and assessment for Distance and Open Learning needs.
- Engaging students through blended pedagogies to equip them with the requisite professional and life skills along with social sensitivity and high sense of values and ethics.

CU CORE VALUES



Human Dignity

- Respecting
- Treating fairly and being inclusive



EMPATHY

- Exhibiting sensibility to others plight
- Exhibit Solidarity with action



HUMILITY

- Modesty in success
- Openness to learn



GIVING

- Contributing to society, nation & family
- Sharing knowledge to create a more enlightened & purposeful society



DISTANCE EDUCATION: THE NEED OF THE HOUR

In the fast-changing world of globalization where advancement in technology is continuously demanding flexible workforce, the need for gaining ground-breaking industry skills is gaining higher and higher importance. This has lead to the increasing popularity of Distance Education Learning, which has truly changed the way education is delivered and consumed. From the decade or two, distance learning continues to be a popular study option among the students who continuously look forward to update their skills or ones who want to continue their education without undergoing to the conventional campus.

BENEFITS OF PURSUING DISTANCE EDUCATION

- Develop relevant & up-to-date skills
- Study whenever, wherever
- Age no bar
- Pursue job & studies simultaneously
- Learn at your own pace
- Increased Chances of Promotion & Higher Remuneration

When you choose a career for a lifetime, you want to excel in that field. And for that, you need to be highly adaptable to learn new things to match the standards of the volatile industry. Distance Learning gives it all. From the countless reasons that make distance learning advantageous, here are a few most influential reasons that describe why pursuing distance education is good for your career:



WHY CHOOSE DISTANCE EDUCATION AT CHANDIGARH UNIVERSITY?

"The mission of establishing Distance Education is to develop and deepen our easy-to-access educational initiatives".

For years, Chandigarh University has been synonymous with academic research, pioneering innovation, and renowned globally for best-in-class educational opportunities. Our vision is to provide a world-class education regardless of your location.

HERE ARE A FEW INSIGHTS INTO THE DISTANCE EDUCATION PROGRAMMES AT CU IDOL

Industry relevant, well organized programmes

Learner Centric, flexible programme structure

CU-IDOL programmes are at par with campus programmes

Globally accepted, course curriculum

Well designed Self-Study Material (SLM)

Highly interactive and multimedia rich e-content

User friendly CU Learning Management System (LMS)

Online and Off-line mode of academic counselling

Regular course webinars and virtual programming platform

24 x 7 student support system

Efficient course Mentoring processes

Scope to participate in campus events and programmes

Employability enhancement training programme

CU has 250 plus university tie-ups

CU is member of Corporate advisory board

CU is a member of AIU

Placement Support



CHANDIGARH UNIVERSITY INSTITUTE OF DISTANCE & ONLINE LEARNING (IDOL)

ONLINE STUDY MATERIAL

As a CU Distance Learning student, you will have an open access to our free-of-cost online study material that is designed after analysing real-time inputs from industry and academic experts.

HELP-DESK

The university have a dedicated help-desk service for CU-IDOL students to address their queries and guide them throughout the programme of study.

PLACEMENTS

As CU-IDOL students, you will have access to placement support from the university.

E-MENTORING

Students can interact with the tutors via online chat sessions, webinars, etc. The sessions are organized every week to clear the doubts of the students.

GLOBALLY ADAPTABLE & INDUSTRY-LED COURSE CURRICULUM

The curriculum taught by CU IDOL adheres to the needs of contemporary education, is at par with international standards, and is relevant to the industry.

EVENTS

Events: As CU-IDOL students, you will have access to various campus events be it curricular, extra-curricular for your overall benefits.

EVALUATION SYSTEM

The CU IDOL offers Credit based semester System and Relative grading based ten point Letter grades Evaluation system. Each letter grade indicates the level of performance in the course and grade point for the purpose of computing the SGPA and CGPA.

ONLINE PORTAL (CULMS)

CU-IDOL offers courses through learning management system and also has dedicated CU-IDOL website that keep students connected to the university. The students are given 24x7 access, which will help in planning and completing their course of study.

CAMPUS LIFE

The campus life is the most memorable part of every student therefore the CU IDOL provides the opportunity to the students to be in the campus for curricular and extra-curricular activities to enrich their learning experience, interact with the members of faculty and peers. Numerous Workshops and Seminars are also organized in the campus to enhance to course-related and beyond knowledge level of the students beyond curriculum.

PROGRAMME DETAILS MANAGEMENT & COMMERCE

The Chandigarh University Institute of Distance & Online Learning offers Management & Commerce programmes in liaison with University School of Business which is ranked among the best Management Colleges in India. It has earned recognition for its unique style of teaching and experimental learning. The attribute at University School of Business is its specialized approach paired with research focus, innovative culture and entrepreneurship zeal backed by world class facilities. Recognizing University School of Business's high standing among the best Business-School of the region, various top-notch companies have collaborated with us to have the best industry sponsored courses and lab facilities.

MBA (Master of Business Administration)

About the programme: Master of Business Administration, is a highly valued Professional degree designed to develop the skills required for careers in business and management.

Admission Eligibility

Normal: Bachelor degree in any discipline from recognized University/ Institution. Graduates of recognized professional programmes like CA/ ICWA etc. are also eligible to apply.

Lateral Entry: NA

Medium of Instructions: - English

Min. Duration: 2 years | Max. Duration: 5 years

Specialisation: It is a single specialisation programme. In the third and fourth semester, the student must take three courses and two courses respectively from their selected specialisation. Please note that the specialisation once selected should not be changed later. The four specializations offered are given as below:

- **Finance (Group A)**
- **Marketing Management (Group B)**
- **Human Resource Management (Group C)**
- **International Business (Group D)**

BBA (Bachelor of Business Administration)

About the programme: Bachelor of Business Administration, is a highly valued Professional degree designed to develop the skills required for careers in business and management.

Admission Eligibility

Normal: A person with 10+2 or its equivalent examination in any stream conducted by a recognized Board / University / Council is eligible for admission.

Lateral Entry : NA

Medium of Instructions: - English

Min. Duration: 3 years | Max. Duration: 6 years

Specialisation: It is a single specialisation programme. In the starting of the programme the student must select the specialisation from the four specializations offered. Please note that the specialisation once selected should not be changed later. The four specializations offered are given as below:

- **Advertisement & Marketing (Group A)**
- **Banking and Finance (Group-B)**
- **Family Business (Group-C)**



B.Com (Bachelor of Commerce)

About the programme: Bachelor of Commerce, is a highly valued Professional degree designed to develop the skills required for careers in commerce, accounting and banking industries.

Admission Eligibility

Normal: A person with 10+2 or its equivalent examination in any stream conducted by a recognized Board / University / Council is eligible for admission.

Lateral Entry: NA

Medium of Instructions: - English

Min. duration: 3 years | Max. duration: 6 years

Specialisation: It is a single specialisation programme. In the starting of the programme the student must select one specialisation out of the two specializations offered. Please note that the specialisation once selected should not be changed later. The two specializations offered are given as below:

- **E-Commerce (Group-A)**
- **Auditing & Taxation (Group-B)**
- **Advanced Cost & Management Accounting (Group-C)**
- **Marketing management (Group-D)**
- **Financial market (Group- E)**

M.Com (Master of Commerce)

About the programme: Master of Commerce, is a highly valued Professional degree designed to develop the skills required for careers in banking and management.

Admission Eligibility

Normal: Bachelor degree in Commerce or its' equivalent from recognized University/ Institution.

Lateral Entry: NA

Medium of Instructions: - English

Min. duration: 2 years | Max. duration: 5 years

ARTS & HUMANITIES

Chandigarh University's University Institute of Liberal Arts & Humanities (UILAH) counteracts the challenges faced by creative and cultural industries. These fields of study make the student independent thinkers. Moreover, there are a wide spectrum of career options available in Arts & Humanities. These disciplines enhance analytical and critical skills. The Chandigarh University Institute of Distance & Online Learning offers Arts & Humanities programmes in liaison with UILAH.

M.A

(Master of Arts - English)

About the programme: Master of English (M.A. English) is a post graduate degree course in English Literature. It is a two-year postgraduate programme that deals with the study of Literature and Language in English across the world. It equips the students with analytical and critical thinking skills to produce original insights in scholarly academic writing and discourse. The programme would foster fundamental literary concepts tendencies and trends across periods, genre and cultures in English literature literary theory and approaches composition and rhetoric.

Admission Eligibility

Normal: Bachelor's Degree with English as a subject OR Bachelor's of Arts (Hons.) in English from recognized University/ Institution.

Lateral Entry: - NA

Medium of Instructions: - English

Min. Duration: 2 years | Max. Duration: 5 years

M.A

(Master of Arts - Psychology)

About the programme: The programme is designed for comprehensive and advanced learning in Psychology. The degree is a scientific study of mental processes, motives, behavior, group think and other related aspects to nature of the mind. It will facilitate to understand clinical aspects of the brain and ability of counseling and interventions in improving behavioural problems.

Admission Eligibility

Normal: Bachelor's Degree with Psychology as a subject OR Bachelor's of Arts (Hons.) in Psychology from recognized University/ Institution.

Lateral Entry: - NA

Medium of Instructions: - English

Min. Duration: 2 years | Max. Duration: 5 years

B.A.

Bachelor of Arts

About the programme: B.A. course provides an education in variety of contexts. B.A. aims to offer education that is accessible to students with a wide range of educational backgrounds and professional and personal circumstances. Along with offering variety of subjects this course is developed for the all-round development of the student and inculcating different skills in them.

Admission Eligibility

Normal: A person with 12th pass certificate from a recognized university is eligible for admission.

Lateral Entry : - NA

Medium of Instructions: - English, Hindi and Punjabi

Min. Duration: 3 years | Max. Duration: 6 years



COMPUTER APPLICATIONS



MCA

(Master of Computer Applications)

About the programme: Master of Computer Applications is a highly valued professional degree designed to develop the skills required for careers in computer and programming industries.

Admission Eligibility:

Normal : Passed BCA / Bachelor Degree in Computer Science Engineering or equivalent Degree

Or

Passed B.Sc./B.Com./B.A. with Mathematics at 10+2 Level or at Graduation Level (with additional Bridge Courses as per the norms of the concerned University).

Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.

Duration: 2 years

Lateral Entry: NA

Medium of Instructions: - English

Min. Duration: 2 years | Max. Duration: 5 years

BCA

(Bachelor of Computer Applications)

About the programme: Bachelor of Computer Applications (BCA) is an undergraduate degree course in computer applications. With the rapid growth of IT industry in India, the demand of computer professional is increasing day by day. This increasing growth of IT industry has created a lot of opportunities for the computer graduates.

Admission Eligibility

Normal: A person with 10+2 from a recognized board is eligible for admission.

Lateral Entry: NA

Medium of Instructions: - English

Min. Duration: 3 years | Max. Duration: 6 years

COMPREHENSIVE & PROACTIVE ONLINE SUPPORT NETWORK

CU Learning Management System (LMS): - A learning management system is a software application which is used for online or virtual learning. It is very useful for systematic documentation, tracking, reporting, administration and delivery of educational courses through online mode. The CU LMS is designed to fulfill the learning needs of Distance Open Learning aspirants. The CU LMS is a state of the art digital technology platform which is useful for both synchronous and asynchronous mode of learning. The CU LMS also provides the flexibility to the learner to plan their studies as per individuals' learning requirement. It also provides sufficient scope for the experts to plan the e- content and delivery.

The CU LMS delivers and manages all types of content, including video, e-courses, SLM, and quizzes. Apart from the multimedia course contents, CU LMS has features such as rubrics, teacher and instructor facilitated learning, a discussion board, Course tracker, download submit assignments, interaction interact with faculty members and virtual programming environment. It also provides online digital library and other open course (like MOOCs) access to the students so as to acquire the knowledge. The CU LMS virtual classroom keeps the students "A click away" from the University.

HERE'S WHAT INDUSTRY LEADERS SAY ABOUT US!



Mr. Suraj Chettri
Head HR,
Airbus India



Mr. Ajit Thakur
Head HR,
Hyundai Construction Equipment
India Pvt. Ltd



Ms. Chellu Ravi
COO Global Delivery India,
Hewlett Packard Enterprise

INDUSTRY LEADERS ARE WITH US AT EVERY STEP

Head of HR, Airbus India

What I see here that is remarkable as compared to other universities is the active involvement of students in deciding what is right, what is wrong.

Head HR, Hyundai Construction Equipment Pvt.

CU is doing something different at Industry interface level and I feel privileged to be part of CAB,

Director, Talent Acquisition, Hewlett Packard Enterprise

I like the fact that CU has brought so many Industry Leaders on one platform and is using our expertise to make it a futuristic center of learning

Chief HR, Hero Motocorp

CU has taken the concept of advisory board to next level; industry suggestions are weaved in the system transparently which result-oriented.

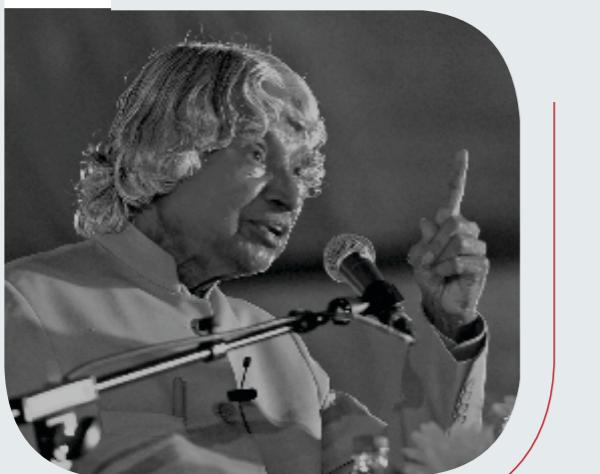
Sr. VP-HR, Reliance Group (Oil & Gas)

I am really happy and surprised, such initiatives are usually not in many institutions, my compliments to the management.

VP, Software Development & Delivery, Oracle India

I am impressed with the University, what I really like is that CU is including industry on every level and is aligning itself to our expectations

PROMINENT PERSONALITIES AT CHANDIGARH UNIVERSITY



Late. Prof. (Dr.) A.P.J. Abdul kalam
Former President, India



Prof. (Dr.) Wole Soyinka
Nobel Laureate
Nigeria



Prof. Roger D Kornberg
Nobel Laureate
& Researcher, USA



Prof. (Dr.) Muhammad Yunus
Nobel Laureate & Chancellor, Glasgow
Caledonian Uni., UK

DISTANCE LEARNING CAN HELP YOU, TOO!

Meenu Bhardwaj
Associate Dean - International Relations



Enrolling myself with distance learning program provided me with the freedom to study as per my convenience. It was definitely an experience worth remembering.

Sandeep Sharma
DGM - HR



I feel distance learning program has provided me the flexibility to manage my studies efficiently. Also, I was able to work at my own pace, as the time permits- I could not have made a better choice.

Sanjay Sharma
Sr. Manager



I opted for the program keeping my personal passion and eagerness to learn about the management program. Being a working professional, the distance learning program has given my career a boost.

Harmeet Virmani
Soft Skill Trainer



Things that I liked about distance education is the flexibility and convenience to learn. The course was very rewarding and enabled me better prospects in my present job. I can pave my ways through various scenarios in both professional and personal life.

Amardeep Singh
Manager CRC



As a working professional, we all have to juggle with work, family, and never-ending commitments. Having a very little time to pursue my studies, the distance learning opportunities is a boon for me to up-skill and manage my lifestyle efficiently.

Gurpal Singh
Head of Department, CRC



Things that I liked about distance education is the flexibility and convenience to learn. The course was very rewarding and enabled me better prospects in my present job. I can pave my ways through various scenarios in both professional and personal life.

ADMISSION POLICY

The Admission Policy of Chandigarh University is devoted to march towards accomplishing the vision and fulfilling the mission of the university. CU-IDOL envisions to admit students as a learner to nurture them with the best-in-class expertise to acquire better living in the evolving knowledge-driven society.

The key elements of the Admission Policy of Chandigarh University IDOL are transparency, uniformity, and student-centric learner's friendly approach without compromising the standard system. The special effort is to contribute towards 21st Century's "New Incredible India" with the state of the art, technology-driven, and quality-oriented Distance and Online Learning to cater to the needs of the society.

UNDER THE ABOVE POLICY

- Equal opportunity is given to all learners by reaching out to them through well organized, easy to use University website, newspapers and other available media
- The selection of the learners/students is made on the basis of the admission pre-requisite/qualifying examination of the programme and also based on the competitive/selection exams wherever applicable
- Admission through Lateral entry is provided if it is permitted as per regulatory norms
- Well-designed Self-learning materials with rich multimedia course contents are delivered through the boundary less, state of the art, digital platform to fulfill the needs of the aspirants
- Uniform and transparent admission policy across all the sections of the society and throughout the country as per the provisions of the government. Equal opportunity to all
- The overall Admission policy of the University is to encourage quality learning across the age groups across the society and thereby contribute to creating better tomorrow for all .

Important dates of January 2022 session will be shared with you soon.

IMPORTANT RULES/GUIDELINES

1. Application: -

The Candidates seeking admission in Chandigarh University Institute of Distance and Online Learning Programme (CU-IDOL) shall fill-up either online application form available on website "cuidol.in" or physical Application form which can be purchased from University head office or from University regional admission offices. The details in this regard will be available on website "cuidol.in". Please note the following

- a. All admissions shall be PROVISIONAL
- b. Admission will stand cancelled in case of failure to pay the full fees and or submission (either online or hard copy) of required documents within the stipulated time. The University cannot be held responsible for any lost opportunity or loss/damage arising thereof.
- c. The University has the right to make any changes in the announced dates, in such case it will be notified on the University website "cuidol.in".
- d. Programme details: - The Programme details along with the admission eligibility for different programmes can be checked from prospectus or on University IDOL website - "cuidol.in".
- e. The Candidates should carefully read the instructions given in the prospectus before filling the application form

2. Mode of Fee Payments

2.1 ONLINE:

- a. Students need to register at cuidol.in, buy the e-prospectus via payment through online mode. Once the application form is enabled, applicant will be provided with University Account Number with an enabled payment Gateway.
- b. Payment Gateway: Credit/Debit Card (ATM), Net Banking, RTGS/NEFT and Challan.
- c. Status of Student Fee paid through Online Mode will be updated within 72 hours. In case of any fee deposit related clarification/details, write an email to accounts@cuidol.in

2.2 OFFLINE:

- a. Students can visit the Regional Admission office or Chandigarh University Campus, Gharuan, Mohali and buy prospectus.
- b. After the completion of required admission formalities, students can deposit the fee at Regional Admission offices or Chandigarh University Campus.

3. Admissions to Programme

- a. A candidate cannot claim admission merely by filling the application-cum-Registration form and paying the Registration fee. If she/he fulfills the eligibility criteria as per the University norms, only then he/she shall be considered for admission. Therefore, candidates are advised to read the eligibility and other conditions carefully to check their eligibility before filling the form.
- b. The Candidates are requested to read and familiarize with the eligibility criteria and other relevant information related to admission.
- c. All the applicants are required to register/sign up online before proceeding to fill the application form only at cuidol.in for online admission
- d. The Candidates must provide a valid email address and active mobile number while registering, since these contacts will be used for all future communications with the applicants. Any change in the same must be notified to the university immediately.
- e. After registration, login credentials will be sent via an email to registered email address. In case of wrong email address and mobile number provided during sign up, you are required to register afresh with the correct details.
- f. Upload a scanned recent color passport photograph as per the instruction printed on the admission form. The color photograph must be in JPG format and not exceeding 100 KB. Photographs taken via mobile phone and other kinds of self-composed portraits will not be accepted.
- g. A set of self-attested copies of the certificate are required to be attached along with the application.
- h. The University has the right to demand for the original documents for the purpose of verification if required at any stage during the programme. The original documents so collected will be returned back to the students after verification.
- i. Every candidate must indicate his/her category in the appropriate place shown in the application. The candidates who fall under SC/ST/ category and have less than 50% marks in the qualifying examination but more than 45% marks, then they need to attach their respective category certificate issued by the competent authority.

- j. Admitted candidates will have to submit the **original** migration certificate and **character** certificate from the earlier University/Board
- k. The Candidates must submit their application on or before the notified last date.
- l. Students can mail their queries regarding admissions to admissions@cuidol.in

4. ELIGIBILITY CRITERIA AND PROGRAMME FEE:

The eligibility criteria for various programmes are specified in the programme details section and the programme fee is given in the programme fee section of the prospectus.

5. OTHER FEES:

The programme fee does not include various other components of fees such as Re-registration/Prospectus Fees, Re-appear, Re-evaluation fee etc. The details of the same shall be notified by the University on CU IDOL website (cuidol.in) from time to time.

6. PENALTY FOR WRONG / SUPPRESSION OF INFORMATION:

If at any stage it is found that a candidate has concealed, suppressed or distorted any information/fact, in the application form, his/ her admission to the university, if granted shall stand cancelled and all the fees already paid shall stand forfeited. She/he will have no claim, whatsoever, against the University

7. FOR THE CANDIDATES APPEARING IN THE FINAL QUALIFYING EXAMINATION:

- a. The Candidates who are appearing in the final exam of the qualifying +2/ Degree / Diploma are eligible to apply.
- b. Such candidates will have to submit the proof of passing the qualifying examination with minimum percentage of marks required on or before the specified date [check important dates] failing which his/her admission shall stand cancelled. In such case, candidates who submit their request for withdrawal of application on or before the last date of submission of "proof of passing the qualifying examination with minimum percentage of marks" will be eligible for refund of fee.
- c. However, if the candidate fails to produce the proof of passing the qualifying examination with minimum percentage of marks required and not submitted the request for withdrawal of application within the stipulated date shall not be eligible for any refund of fee. In such cases, the programme fee paid for the semester will be forfeited.

8. DOCUMENT VERIFICATION:

- All candidates must submit/attach self-attested photocopies of the following documents along with the fee confirmation slip and fee receipt and the application form. (Self-attested scanned copies for online mode / Self-attested hard copy along with the application for off-line mode)
- a. 10th Marks Card for age proof
 - b. Marks Sheet (Graduation, Diploma, 10+2, Matriculation.)
 - c. Character Certificate from Head of the Institution last attended (original)
 - d. Migration Certificate (Original)
 - e. Three additional photographs for off-line mode of application
 - f. Score card of qualifying examination if any
 - g. Aadhar Card/Driving License/Passport/any other government recognized ID proof
 - h. Residence Proof.

Please Note: All the documents must be submitted on or before the closing date (Check Important dates)

9. REQUEST FOR CHANGE OF PROGRAMME:

- a. The students wish to opt for the change of Programme must do so within **fifteen days from the closing date** of the admission by paying the difference in Programme Fee
- b. Such students must fill online "change of programme request" form by paying requisite fee prescribed along with the difference in the programme fee within the stipulated date.
- c. Students are advised to opt for change of programme if and only if she/he is eligible for the new opted programme and it is available in the CU IDOL programme list. However, if the fee is in excess, it will be adjusted to the student.

10. REGARDING PAYMENT:

For any payment of fee students are advised to collect a formal fees receipt from the university/university admission office, if fee is paid at any of the admission office or university counter. For online fees payment a copy of "Transaction Advice" from the online mode shall be the acceptable evidence of fees payment. The University has not appointed or authorized any third party agents/firms/study center etc for the admission or otherwise, hence, the students are advised not to pay to any such entities. Students are requested to inform it to the University if they come across any such incidents.

11. INFORMATION PUBLISHED IN PROSPECTUS:

The information published by the University in the prospectus, University website, and advertisements or otherwise must be read in conjunction with supplements, updation, rectifications, clarifications, corrigenda, notifications etc issued by the University from time to time. Applicants or other concerned must ensure that they are aware of up to date information before applying for admission or any other purposes whatsoever.

12. PROCEDURE OF REFUND/ WITHDRAWAL OF ADMISSION:

- a. If a Candidate wishes to withdraw his/her admission, he/she must submit a refund/withdrawal application in the prescribed format to IN-Charge, Admission Cell, Chandigarh University within the stipulated date (check Important dates).

S. No.	Percentage of Refund of Fees*	Point of time when notice of withdrawal of admission is received in the HEI
1.	100%	15 days or more before the formally- notified last date of admission.
2.	90%	Less than 15 days before the formally-notified last date of admission.
3.	80%	15 days or less after the formally-notified last date of admission.
4.	50%	30 days or less, but more than 15 days, after formally-notified last date of admission.
5.	00%	More than 30 days, after the formally- notified last date of admission.

Note: In case of (1) in the table above, the University shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

EVALUATION SYSTEM

- 1. Evaluation System:** - Relative grading based ten point Letter grades system is adopted by the University. Each letter grade indicates the level of performance in the course and grade point for the purpose of computing the SGPA and CGPA. Both the theory and practical papers are evaluated out of 100 marks each in which 70% weightage is given to Term End Examinations and 30% weightage is given to Internal Assessment.

- 2. Assignments:** The assignments are up-loaded on the Learning Management System portal for the students to download. However, unguided part of the practical assessments will be held during Personal Contact Programme (PCP).

- 3. Term End Examinations:** - The University will conduct the term end examinations in the month of June and December at the Examination Centres

as announced by the University.

- 4. Term End Examination Notification:** - Detail notification in this regard shall be made available on the University ODL website/announcement on IDOL LMS/or through CU IDOL website/University Campus Notice board.

- 5. University ID Card and E-Hall Ticket:** It is compulsory for the students to carry University ID Card and e-Hall ticket (which will be sent online) of the relevant Term End Examinations while appearing in the examination.

- 6. Term End Exam Form:** - Students must fill online examination form after obtaining the eligibility. The e-Hall ticket will be made available on the web portal for the students to download. The detailed instructions along with the date sheet will be notified on the web portal well in advance.

7. Eligibility to appear in the Term End Examinations:

- a. All fees must be fully paid
- b. Course work must be completed

8. Re-appearing in Examinations: - If a student fails to clear or not appeared for the term end exam in any course due any reason, then she/he has to appear again in that course Term End Exam(s) for which one has to fill online exam re-appear form by paying fee as prescribed by the university from time to time.

9. Re-Evaluation: - A student can apply for re-evaluation of a course paper by filling the online application and paying the requisite fee within the stipulated time set by the University from time to time. After re-evaluation, if the marks increase by more than ten percent (10%) of the total marks then his/her Re-Evaluation fee shall be refunded.

10. Scheme & Syllabus for Re-appear in exam: Whenever a student needs to re-appear in term end exam, she/he had to do so in the recent scheme/syllabus.

11. Course Duration: - The students are required to complete all the courses of the programme within the maximum stipulated time as prescribed for the programme. However, there is no restriction on the number of attempts to clear a course of the programme.

12. Announcement of Term End Results: - The Term End Results will be announced on the university ODL website/exam section. No separate intimation will be sent to the students in this regard.

13. Internal Assessment and Term End Exam Marks distribution table –

Course Categories	Internal Assessment (IA) (Continuous assessment)		Term End Examinations	Total
	Assignment (Descriptive)	MCQ		
Theory Course	20	10	70	100
Practical Course*	20	10	70	100
Project Seminar	30		70	100

14. Promotion to Higher Semester

A student can plan to complete the programme within its maximum duration. One can carry forward all subjects to his/her next semester. However, one need to complete (pass) all the subjects of the programme within the maximum duration of the programme.

Award of Certification

1. Award of Degree

- a. The Degree will be awarded only after clearing all the courses of a programme with the requisite minimum grades/marks/credits/ programme duration as applicable for that programme specified by the university.
- b. The Degree will be awarded only on successful completion of the programme during/after convocation. The Provisional Degree can be obtained by the student from the university by submitting the application along with a self-addressed duly stamped A-4 size envelope for supplying the Degree and Fee as prescribed by the university for that purpose. The stamps on the envelope shall be affixed by the student according to his/her desired mode of receiving the said documents, i.e. through ordinary, registered, or speed post. The degree may be collected either in person from the university campus or through post.

2. **DMC:-** Student may apply and collect his/her DMC(s) after the declaration of the results of the concerned term either in person from the university campus or through post by submitting along with the prescribed fee a self-addressed duly stamped A-4 size envelope for supplying the DMC(s). Stamps on the envelope shall be affixed by the student according to his/her desired mode of receiving the said documents i.e. through ordinary, registered, or speed post.

3. **Postal delay/transit loss:-** The University shall not be responsible for any postal delay or loss in transit.

4. **Non fulfillment of course requirements:-** If a student is unable to clear all the courses of a programme within the specified maximum duration, he/she will not be awarded any Degree and he/she will have no claim against the university for the degree/ diploma/ certificate or otherwise.

University Identity Card (UID)

1. The student ID card will be made available free of cost on University online portal for the CU IDOL students to access the University facility after confirmation of his/her admission. Students must take the print-out of the ID card and get it laminated.
2. Students shall carry their UID Card at all times, while being at the University Campus/ Exam Centre or at such other locations as specified by

the university and shall have to produce the same when asked for.

3. The Identity Card is valid for the duration specified by the University for the Programme in which the student has sought the admission.

Learning Support

- 1. Self-Learning Material (SLM):-** The Self Learning Material (SLM) in PDF will be made available to the students on LMS free of cost after the confirmation of the admission through University online portal. However, a student can opt for a printed copy of the same by "ticking" the appropriate box in the admission application form by paying the requisite fee. If a student has opted for printed form of SLM through the admission application form, same will be sent to the corresponding address provided by the student.

2. **Learning Management System (LMS):-** The University provides the learning support on online portal/Learning Management System. A student will be provided with his/her login credential to his/her programme after the confirmation of admission and can get access for the study/ Study Material/video session/discussions/ announcements/quiz etc.

3. **Personal Contact Programme (PCP):-** Personal Contact Programme (PCP), as per the course requirements prescribed by the university, shall be conducted at the Chandigarh University Campus, Chandigarh – Ludhiana Highway, Mohali, Gharuan , Punjab (India) only.

4. **Programme Guide:-** Programme wise details regarding internal assessments, course work details, assignment, PCP, course delivery etc will be provided in the respective programmes' Programme Guide.

UG PROGRAMME

| JULY 2022

FEE STRUCTURE

Semester wise

PROGRAM	FEE STRUCTURE	SEMESTER FEE
BBA	Academic fee	8950
	Registration fee	2000
	Exam fee	2400
	*SLM Hard copy Charges (Optional)	1500
	Total (Excluding SLM hard copy)	13350
	Total (Including SLM hard copy)	14850
BCA	Academic fee	8950
	Registration fee	2000
	Exam fee	2400
	*SLM Hard copy Charges (Optional)	1500
	Total (Excluding SLM hard copy)	13350
	Total (Including SLM hard copy)	14850
B Com	Academic fee	6950
	Registration fee	2000
	Exam fee	2400
	*SLM Hard copy Charges (Optional)	1500
	Total (Excluding SLM hard copy)	11350
	Total (Including SLM hard copy)	12850
BA	Academic fee	6550
	Registration fee	2000
	Exam fee	2400
	*SLM Hard copy Charges (Optional)	1500
	Total (Excluding SLM hard copy)	10950
	Total (Including SLM hard copy)	12450

Note:

1. Prospectus fee – ₹500/- (at the time of admission)
2. * including courier charges

PG PROGRAMME

| JULY 2022

FEE STRUCTURE

Semester wise

Program	Fee Structure	Semester Fee
MBA	Academic fee	11940
	Registration fee	2000
	Exam fee	2400
	*SLM Hard copy Charges (Optional)	1500
	Total (Excluding SLM hard copy)	16340
	Total (Including SLM hard copy)	17840
MCA	Academic fee	9950
	Registration fee	2000
	Exam fee	2400
	*SLM Hard copy Charges (Optional)	1500
	Total (Excluding SLM hard copy)	14350
	Total (Including SLM hard copy)	15850
M Com	Academic fee	6950
	Registration fee	2000
	Exam fee	2400
	*SLM Hard copy Charges (Optional)	1500
	Total (Excluding SLM hard copy)	11350
	Total (Including SLM hard copy)	12850
MA English	Academic fee	7950
	Registration fee	2000
	Exam fee	2400
	*SLM Hard copy Charges (Optional)	1500
	Total (Excluding SLM hard copy)	12350
	Total (Including SLM hard copy)	13850
MA Psychology	Academic fee	7950
	Registration fee	2000
	Exam fee	2400
	*SLM Hard copy Charges (Optional)	1500
	Total (Excluding SLM hard copy)	12350
	Total (Including SLM hard copy)	13850

Note:

1. Prospectus fee – ₹500/- (at the time of admission)
2. * including courier charges

Other Important Instructions

1. The students are required to have their own arrangement for computer/laptop, internet, webcam and other necessary accessories which are essential for Open Distance Learning Programmes.
2. The Students are required to keep themselves well versed and updated with the University Rules & Regulations in force and amendments issued for the same, if any, the same shall be available on the CU-IDOL website. The university shall not be responsible for intimating every student individually in any manner.
3. The university only provides assistance for placement to eligible and interested students.
4. The students are required to inform the university if any changes made at any point of time in their permanent/ correspondence /address or Telephone No. / Mobile No. / e-mail etc, and ensure updation in the university record(s).
5. The projects, dissertation, thesis, research work, software products, patents, copyright, etc. development or carried out during the study will be considered as University property. It can be used by the University for any purpose it desires. The students will have to make their own travel and other arrangements at their own cost for appearing in the exam, for attending Personal Contact Programme (PCP) and other purpose as desired in their programme of study or otherwise.
6. All the announcements/ notifications/ communications related to CU-IDOL will be published on the University Institute of Distance and Online Learning website (cuidol.in). These announcement/ notification published on the University IDOL website will be deemed to have been served on all the students. The university may also use e-mail/SMS at times to convey information/ interact with students/ parents at its discretion. No paper correspondence shall be made.
7. The Students are required to behave in a disciplined and dignified manner within and outside the university campus and also at public places and must keep in mind the dignity and good name of the university and themselves.
8. The Students are required to behave very decently towards other students, staff, teacher, and visitors etc. Any act of misbehaviour will not be tolerated and the student found guilty will be liable for disciplinary action including expulsion/rustication from the university.
9. The students are advised not to use narcotic or drug or alcohol in the university campus/ exam centres at any time. The university reserves the right to conduct narcotic or drug or alcohol test or any other medical test on any student while he/she is in the university campus / exam centres at any time. If a student is found guilty, then the University has the right to take stringent action against such student(s).



RAGGING

Ragging is criminal offense. Any act, whether individual or collective, done intentionally or otherwise that violates or disturbs an individual in any illegitimate way is considered as 'Ragging' and is dealt strictly as per order of Hon'ble Supreme court.

Following is considered as act of ragging –

- Involve physical assault or threat or use of physical force.
- Violate the dignity of women students. Expose students to ridicule and contempt their selfesteem; entail verbal abuse, aggression & indecent behaviour.

