

## Supporting Documents

5.1.7

**1. Policy of Dispatch of Study Material to Learners**

**2. Screenshot of Weblink of SLMs at Website of DDE**

**3. Proofs of SLMs Dispatched to Learners Online via Email**



### 5.1.7

#### Dispatch of Study Material to Learners by DDE

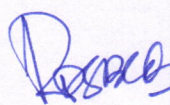
Strategy followed by DDE for dispatch of study material to learners

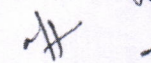
The university follows a well-designed standard operating procedure for development of its self-learning material. This SOP is duly approved by the governing body of the university and is followed to develop high quality self-learning material. University provides self-learning material to the students via its online portal. University follows a quick delivery mechanism of the self-learning material by which its e-copy is delivered to the students immediately after the admission. Self-Learning Material of the university is available on its official web portal that can be accessed by any one free of cost. University believes that public should have access to the academic resources of the university.

An email is also sent to all the students at the time of admission/ re-admission containing all the SLM's of the university. SLM's are also available with the study centres approved by the university and students in case of any difficulty can visit the study centre of their choice and can also get the SLM's from there. University ensures that the distance education learner get direct access to the self-learning material at the earliest that enables them to start with the learning process before the personal contact programmes are held so that they can clear their doubts during the same.

Web link of SLM of DDE as under:

<https://odl.ptu.ac.in/slm.php>

  
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Department of Open & Distance Learning  
I. K. Gujral Punjab Technical University  
Kapurthala

  
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**Self Learning Material**

**SLM Policy**

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- BAJMC
- BBA
- BCA
- DCA
- M.COM
- MAJMC
- MBA
- MCA
- MSC.IT
- PGDCA

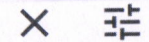
Public Corner	Visitor Counter	Enquiry Centre	Feedback
<ul style="list-style-type: none"><li>▶ Notice Board</li><li>▶ News At PTU</li><li>▶ PTU Campus</li></ul>		<ul style="list-style-type: none"><li>▶ PTU Enquiry Centre</li><li>▶ View Enquiry Centre</li></ul>	<p>Name <input type="text"/></p> <p>Email <input type="text"/></p> <p>Message <input type="text"/></p>

26-10-2021 14:53

*Rajvinder Kaur*  
Director  
Department of Open & Distance Learning  
I. K. Gujral Punjab Technical University  
Kapurthala

*[Signature]*  
Director  
Department of Open & Distance Learning  
I. K. Gujral Punjab Technical University  
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Bhumika sharma, Jatinder Singh

SLM and Assignments of BCA(lateral Entry) 

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**DDE Academic Division** <ddeacaddiv@gmail.com>  
to me, bcc: rajindermco, bcc: bhatmanishan778866, bcc: mk0483168, bcc: sureshkumargujjarpur, bcc: baljinderballu12345, bcc: ...

Dear Student,

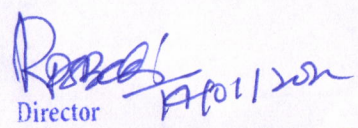
Please find attached SLMs **and Assignments** for the session July-2020. You are requested to su hand or by speed post. **The last date for submission of assignments will be be intimated t**


Kindly note the following points:

1. To answer the questions of assignments, use only A4 size plain paper.
2. Attempt the questions only in your own legible handwriting.
3. Also, fill the attached 'Title Cover Page" and attach it on the front of each assignment answer booklet that you have prepared.
4. Also mention the Assignment Number i.e. Assignment -1 or Assignment -2 on the Title Cover Page of each answer the booklet that you have prepared.
5. **Do not forget to mention your Roll Number, Course, Subject, Subject code, and Semester on Assignment -1 or Assignment -2.**

if any query, call on 9478098108.

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Director  
Department of Open & Distance Learning  
I. K. Gujral Punjab Technical University  
Kapurthala





**Academic Division**  
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**IKG Punjab Technical University**

## 6 Attachments

<p>Self Learning Material  <b>System Analysis and Design</b>                      (BSBC-301)</p> <p>Course: Bachelor of Computer Applications                      Semester-III</p> <p>PDF</p>	<p>Self Learning Material  <b>Data Structures</b>                      (BSBC-302)</p> <p>Course: Bachelor of Computer Applications                      Semester-III</p> <p>PDF</p>	<p>Self Learning Material  <b>DIGITAL CIRCUITS AND LOGIC DESIGN</b>                      (BSBC-303)</p> <p>Course: Bachelor of Computer Applications                      Semester-III</p> <p>PDF</p>	<p>Self Learning Material  <b>Basic Accounting</b>                      (BSBC-304)</p> <p>Course: Bachelors of Computer Applications                      Semester-III</p> <p>PDF</p>	<p><b>Bachelor of Computer Applications</b>                      (BCA)  <b>Semester 3</b></p> <p>PDF</p>	<table border="1"> <tbody> <tr><td>1</td><td>Name</td></tr> <tr><td>2</td><td>Roll No</td></tr> <tr><td>3</td><td>Class</td></tr> <tr><td>4</td><td>Section</td></tr> <tr><td>5</td><td>Subject</td></tr> <tr><td>6</td><td>Signature</td></tr> </tbody> </table> <p>PDF</p>	1	Name	2	Roll No	3	Class	4	Section	5	Subject	6	Signature
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5	Subject																
6	Signature																

*Rashmi*  
 Director  
 Department of Open & Distance Learning  
 I. K. Gujral Punjab Technical University  
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to me, bcc: gtohljan, bcc: soniachumber91, bcc: manjitkaurpit


Dear Student,

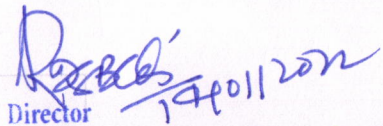
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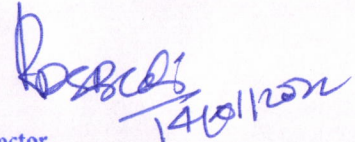
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
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SLM and assignments of BBA 1st sem Inbox x

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to me, bcc: emtechptu, bcc: www.rishabhपुरi

Dear Student,

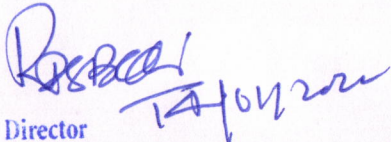
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7 Attachments

Self Learning Material **Business Communication – I** (BBA-104)  
Course: Bachelors of Business Administration  
Semester-I

PDF

Self Learning Material **Financial Accounting** (BBA-103)  
Course: Bachelors of Business Administration  
Semester-I

PDF

Self Learning Material **Micro Economics** (BBA-102)  
Course: Bachelors of Business Administration  
Semester-I

PDF

Self Learning Material **Introduction to Computers – I** (BBA-105)  
Course: Bachelors of Business Administration  
Semester-I

PDF

Self Learning Material **Principles of Management** (BBA-101)  
Course: Bachelors of Business Administration  
Semester-I

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1	Name
2	Register
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**Bachelors in Business Administration (BBA)**  
Semester 1

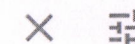
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SLM and Assignment of BA-JMC 1st sem Inbox x

DDE Academic Division &lt;ddeacaddiv@gmail.com&gt;

to me, bcc: Snlkmr027

Dear Student,

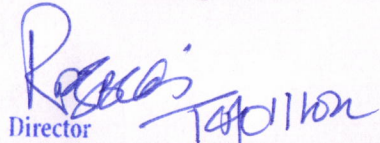
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## 8 Attachments

Self Learning Material

**Introduction to Print Media**

(BJAMC107)

Course: BA Journalism & Mass Communication  
(Semester-1)

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Self Learning Material

**Principles of Communication**

(BJAMC101)

Course: BA Journalism & Mass Communication  
(Semester-1)

PDF

Self Learning Material

**Communication: Theories,  
Models & Skills**

(BJAMC109)

Course: BA Journalism & Mass Communication  
(Semester-1)

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Self Learning Material

**Global Media**

(BJAMC103)

Course: BA Journalism & Mass Communication  
(Semester-1)

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Self Learning Material

**Fundamentals of Journalism**

(BJAMC105)

Course: BA Journalism & Mass Communication  
(Semester-1)

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**Bachelor of Journalism and Mass  
Communication (BJAMC)  
Semester 1**

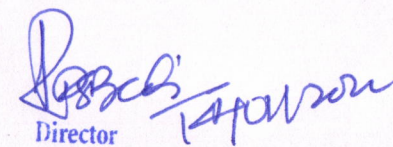
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Title Page of assignment

1	Name of the Student	
2	Registration Number	
3	Assignment Number (1-2)	
4	Subject Name	

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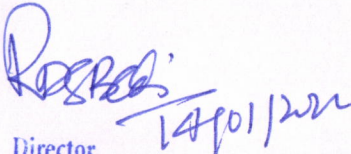
**DDE Academic Division** <ddeacaddiv@gmail.com>  
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SLM of BCA 1st Sem

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to Directorate, bcc: gtohlian, bcc: soniachumber91, bcc: manjitkaurpit

Dear Student,

Enclosed please find the SLM of BCA 1st Sem

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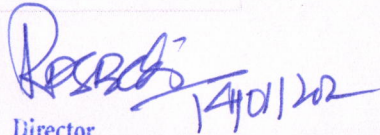
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