

## UNIVERSITY OF KERALA

No. EH/2016

Thiruvananthapuram

Dated: 06.09.2016

### NOTIFICATION

#### **PRIVATE REGISTRATION TO DEGREE (ANNUAL SCHEME) PROGRAMMES 2017-2019**

Applications are invited for registration as Private Candidates for B.A./B.Com./B.A. Afzal -Ul –Ulama/BBA Degree (Annual) Examinations to be held during 2017- 2019. ie, Admissions for the year 2016-17. Candidates seeking **admission to BA/B.Com/B.A. Afzal – Ul - Ulama/BBA Degree / BA Hindi Part I & II (whole registration) shall register through online** before the closure of registration. Candidates seeking admission to **BA/B.Com II & III year re registration, III rd year re registration, BA optional change, Additional Degree Additional language change etc.** shall **submit application offline** along with fee receipts and documents before closure of Registration.

#### **I ELIGIBILITY CONDITIONS :**

- (i) B.A/B.Com. Degree Examinations:  
A pass in Higher Secondary Examination/Vocational Higher Secondary Examination of the Government of Kerala/Pre-Degree Examination of this University or an examination recognized by the Academic Council as equivalent thereto.
- (ii) B.A. Afzal Ul Ulama Degree Examinations  
A pass in Plus Two/Pre Degree/ Afzal Ul Ulama Preliminary or a course recognized as equivalent thereto with a minimum pass.
- (iii) BBA (Bachelor of Business Administration)  
A pass in the Higher Secondary/Technical Higher Secondary/Vocational Higher Secondary Examinations of the Kerala State Government with any subject combination or any other examination declared by the University of Kerala as equivalent thereto.

#### **II. OTHER INFORMATION**

- a. Candidates should choose only those combinations of subjects, involving no practicals.
- b. Candidates who have passed the Sahityacharya Examination conducted by the Kerala Hindi Prachar Sabha and Pre-Degree Examination of Kerala University or any other examination recognized as equivalent, thereto, by the University can register as Private

candidates for B.A Hindi – Part I and Part II in two sittings. Such candidates should have completed 5 years after passing S.S.L.C & 3 years after passing the Pre-Degree examination or an examination recognized as equivalent by the University, prior to the II Year B.A Part I and Part II examination. These candidates can choose any language for part II as listed in VI E (i)

- c. Regular/Private Registered candidates under annual scheme who have registered/appeared for First/Second Year examination of B.A/B.Com. and have discontinued shall be permitted to register for II & III Year/III Year only respectively.
- d. Candidates who have passed the B.A/B.Sc. Degree Examinations of Kerala University under annual scheme can register for Additional Degree to B.A. with a different set of optional subjects and to B.Com. Part III. The minimum duration of the course is not less than two academic years and they shall take the examination for all the papers in one sitting at the end of the 2<sup>nd</sup> year. They are exempted from appearing for Part I & II which they have already passed.
- e. Candidates who have passed Part I & II of B.A. /B.Sc. Examinations, under annual scheme but failed in Part III shall be permitted to register for Optional change to B.A. with a different Optional Subjects. B.A. students should have registered/appeared for Final Year Examination. Optional change be permitted after cancellation of Part III of BA/B.Sc Examination. (Ac AII/1/2012 dated 05.09.2012). Candidate of optional change are permitted to choose their subsidiary subjects already taken by them as optional subjects. (AC A II /2/2013 dated 30.12.13)
- f. Candidates who are not matriculates of this University should apply for matriculation in the prescribed form remitting the fee.
- g. Candidates who have passed an examination other than the Pre-Degree Examination of Kerala University should apply for recognition in the prescribed form with fee. They should also forward the Migration Certificate from the University/Board from where they have passed the qualifying examination. Candidates from Calicut University need not apply for recognition. Candidates who have passed the H.S.E/V.H.S.E of Govt. of Kerala from 2003 onwards and AISSCE/ISC (twelve years) examination from 2005 onwards and SAY candidates need not submit individual Eligibility Certificate for Recognition of their qualifying examination. They should remit Rs. 200/- towards fee for Eligibility Certificate and submit the pay-in-slip along with the application for Eligibility Certificate. Sahithyacharya passed candidates applying for B.A. Hindi – Part I and Part II should submit individual Eligibility Certificate.

Those who have passed the compartmental examination of ISC/AISSCE and seek admission to a Degree Course in this University need not submit individual Eligibility Certificates.

Candidates who have passed the Pre-degree examination from University of Kerala need to submit only the Pass Certificate of Pre- degree and T C along with the application for Private Registration and required fee. If the T C is from any other Institution application fee for matriculation should be submitted.

- h. Candidates with higher degrees of this University can register to a lower degree examination provided they have basic qualification and satisfy the rules regarding Optional change. The minimum duration of the course is not less than two academic years and they shall take the examination for all the papers in one sitting at the end of the Second Year. They are exempted from appearing for Part I and II which they have already passed.
- i. M.Com. and B.Com. (Regular/Vocational/ Restructured) graduates who opt for additional Elective of B.Com. Degree should register only at the Institute of Distance Education.
- j. Those who register for B.Com. Degree Course cannot Opt “Electronic Data Processing and Computer Application”, “Tourism and Hoteliering” as Optional.
- k. Deaf and dumb candidates who register for B.A./B.Com. Degree Course are exempted from appearing for Part II –Additional Language. Such candidates should apply for the eligible concession with the original Medical Certificate obtained from a Medical Practitioner with the latest photograph certified by the doctor.
- l. Sahityacharya passed candidates who apply for Private Registration to B.A. Hindi Part I and Part II should submit Sahityacharya Certificate and mark list, Eligibility Certificate, T.C., Migration Certificate and Pre-degree/H.S.E. or Equivalent Certificate.
- m. BA Degree holders in Hindi of University of Kerala with Sahityacharya are permitted to take Additional Degree, provided they have passed 10+2(HS) and have successfully completed Part I and Part II of BA/B.Sc. Degree course.(ACAII/3/12847/2015 dtd 30/06/2015.
- n. B.A. Degree holders in Hindi of University of Kerala with Sahityacharya after passing part I alone and who seeks additional degree are granted registration to Part II only, for One Year.
- o.. Candidates seeking Private registration should also apply for registration to the concerned examination immediately on issue of notification of the said examination. Candidate should appropriately register for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year examination on notification of each examination. If the candidate fails to register for the examination by remitting the examination fee during the relevant years, the Private Registration granted **stands discontinued**. The candidate should **register afresh after cancelling the discontinued portion of private Registration**.
- p. Degree holders with Sanskrit as subsidiaries are eligible for additional degree in B.A. Sanskrit (General and Sanskrit special-Vedanta/Nyaya/Vyakarana/ Jyothisha/Sahitya).
- q. A candidate who has passed B.Com Degree examination or who had been presented for I, II or III year B.Com Degree examination (under annual scheme or I to VI Semester of First Degree Programme under CBCS system) will be permitted to join BA Degree Course through Private Registration provided he had the requisite qualifications. The minimum duration of the course is not less than three years and they shall take the I year

examination at the end of I year, II year examination at the end of II year and III year examination at the end of III year.

- r. Candidates who discontinue their studies of the First Degree Programmes under CBCS system are eligible for admission to the same subject afresh under Annual Scheme through IDE/Pvt. Registration by cancelling the Courses and Examinations taken by the candidates in First Degree Programmes under CBCS system.
- s. BA (Restructured) Degree holders are permitted to take additional Degree in BA Arabic by undergoing a course of three year duration through Private Registration (Ac AII/3/2012 dated 04.09.2012).
- t. Candidates who have passed or not completed Afzal-ul-ulama (Preliminary examination and Degree Examination) from University of Calicut and from IDE, University of Kerala will be granted permission for Private Registration to BA Arabic of University of Kerala after cancelling BA Afzal-Ul-Ulama (Ac AII/3/27306/2014 dated 20.06.2014)
- u. Candidates who have passed Afzal-Ul –Ulama Preliminary Examination of the University of Calicut seeking Admission to B.A Degree in Arabic Language and Literature of University of Kerala through Private Registration need only to remit Rs. 200/- towards Eligibility Certificate along with application for Private Registration as in the case of students who have passed HSE/VHSE (Kerala) CBSE/ ICSE/ISC Examinations.
- v. Rashtra Bhasha Praveen title awarded by DBHPS, Madras is recognized as equivalent to BA Degree in Hindi of Kerala University, provided the title holders has passed Part I and II of BA/B.Sc. degree of Kerala University (U.O.No.ACC/2015 dtd 11.02.2015)
- w. B.A. Degree Course in English Language and Literature was re introduced through Private Registration from the academic year 2015-16 (U.O. No. AcAII/1/2015 dated 21.10.2015.
- x. Bachelor of Business Administration (BBA) Degree Course is introduced through Private Registration under annual scheme from the Academic Year 2016-17 vide U.O. No. Ac AIV/1/BBA (Annual) – Pvt Notification/2016 dated 17.06.2016.
- y. B.A. Afzal-Ul-Ulama Degree Course is introduced through Private Registration under Annual Scheme from the Academic Year 2016-17 vide U.O. No. Ac AII/1/2016 dated 29.08.2016.
- z. The maximum duration for completing a programme is restricted to Y+2 years for Annual Programmes where ‘Y’ stands for the Normal or Minimum duration prescribed for completion of the programme.(U.O. No. Ac AIV/1/Uniform Span period/2016 dated 15.07.2016).

### III A. PRESCRIBED FEE

SL. No.	Name of Examinations	For Registration	For Affiliation	Online Registration Fee	Cost of Downloaded application	Matriculation Fee Rs.	Eligibility Fee Rs.	Recognition Fee Rs.
1.	B.A./B.Com./ B.A Afzal-UI-Ulama/BBA (Whole registration)	Rs. 450/-	Rs. 300/-	Rs.250/-	Rs.100/-	100/-	200/-	300/-
2.	B.A. Hindi- Part I and Part II	Rs. 300/-	Rs. 300/-	Rs.250/-	Rs.80/-	100/-	200/-	300/-
3.	B.A./B.Com. (II & III Year only)	Rs. 300/-	Rs. 300/-	Online Registration not applicable	Rs. 40/-	NA	NA	NA
4.	B.A./B.com. (III Year only)	Rs. 150/-	Rs. 300/-	Online Registration not applicable	Rs.40/-	NA	NA	NA
5.	B.A. Optional change/ Additional Language change/Additional Degree	Rs. 150/-	Rs. 300/-	Online Registration not applicable	Rs. 40/-	NA	NA	NA

**B.(1)Online Registration candidates** (BA/B.Com/B.A. Afzal-UI-Ulama/BBA & BA Hindi Part I & II - whole registration) can remit private registration fee either at University cash counter or at any branch of “Friends Janasevana Kendrams” or by **SBT chalan slip**. The SBT chalan slip can be downloaded from the website. The Registration fee can be remitted in any branch of the State Bank of Travancore using the downloaded chalan vide **SBT A/c.No.67334622743**. No other fee can be remitted through this account. No DD is accepted.

**(2) Offline candidates** can remit the fees either at University Cash Counter or at any branch of “Friends Jana sevakendrams” or by Demand Draft at the SBI/SBT or the District Co-Operative bank drawn in favour of The Finance Officer, University of Kerala, payable

at Thiruvananthapuram. (In the case of DDs, add Rs. 10/- as service charge. In the case of downloaded application add Rs.20/- each additionally) – **For those candidate who register for BA/B.Com II& III Year only, III rd year only, BA optional change/Additional Degree /Additional language change etc.**

- C Candidate’s name and purpose of remittance should be written on the reverse of the Demand Draft – For those who register as **offline candidates**.
- D. Separate fee receipts should be forwarded for registration, matriculation, recognition, eligibility & cancellation.
- E. The address furnished in the DD/Chalan should be the permanent home address of the candidate and should be identical with that shown in the application and envelope for returning the Private Registration Memo & Certificates.
- F. The Chalan remitted by the candidate with the address of unaffiliated Private Colleges will not be accepted.
- G. In the case of bulk remittances separate ledger sheets should be prepared for each purpose and such remittance should be completed at least 3 days prior to the last date notified by the University. Bulk remittance with more than hundred Chalan will be accepted only in the forenoon session on working days.

#### IV LAST DATE FOR SUBMISSION OF APPLICATIONS

Without fine	With fine of Rs. 100/-	With Super fine of Rs. 500/-	With Penalty of Rs. 1000/-
01.10.2016	21.10.2016	31.10.2016	05.11.2016

#### V. GENERAL INFORMATION

- a (i) Those who register as **offline candidates** can obtain application for Registration, Matriculation, Recognition, Eligibility Certificate etc. either from the Forms Section at the University Office, Thiruvananthapuram – 34 or from the District/Taluk Information Centres of the University of Kerala. If the application form is to be sent by Post, the request form should be accompanied by a self addressed stamped envelope and the cost of application form paid by way of Kerala University pay-in-slip or Demand Draft drawn in favour of ‘The Finance Officer, University of Kerala’ from SBI/SBT/DCB Branches. The request should be addressed to the Section officer, Forms Section, University of Kerala, Thiruvananthapuram –695034.

Applications can also be downloaded from the University Website.

Cost of Application form for Private Registration	Rs. 40/-
Downloaded Application	Rs.20/- to be added additionally to fee for each application
Cost of Application form for Recognition / Matriculation / Eligibility Certificate	Rs. 20/- Each

(ii) **Online Registration candidates** ( BA/B.Com/ B.A. Afzal-Ul-Ulama/and BA whole registration) shall register through online and shall submit print out of completed application, downloaded form of Matriculation, Eligibility and Recognition form duly filled in along with fee receipts/chalan slip (remitted separately) with necessary documents. An amount of **Rs.250/-** for online registration and **Rs.100/-** towards cost of downloaded application, in addition to normal fee are to be remitted by the candidate.

- b. Special care should be taken by the candidates to forward all the required documents included in the list of enclosures with the Private Registration application, fastened firmly with all the enclosures.
- c. A self addressed (Home address only) stamped envelope worth Rs. 42/- should be forwarded with the application.
- d. Applications with all documents should reach the University Office on or before the last date notified. Fee remitted before the last date prescribed alone will not be considered as a claim for acceptance of the application.
- e. All defective/incomplete applications will be summarily rejected.
- f. Defective applications should be resubmitted rectifying defects within fifteen days from the date of the memo with a fine of Rs. 100/-, failing which a fine of Rs. 500/- is to be remitted. If the rectified defective applications are returned after one year but within the course duration, a fine of Rs. 600/- and after the completion of the course a fine of Rs. 700/- per year has to be remitted.
- g. Laminated certificates shall be delaminated before submission.
- h. Contact No. (Landline/Mobile) of the candidate shall be provided in the application.

#### **VI. (A). B.A. DEGREE – MAIN OFFERED**

1. Malayalam
2. Hindi
3. Tamil
4. Arabic
5. Sanskrit (General & Special)
6. Economics
7. History
8. Political Science
9. Sociology
10. Islamic History
11. Philosophy
12. Music
13. English
14. Afzal-Ul-Ulama

## **B. SUBSIDIARIES FOR VARIOUS MAIN SUBJECTS**

### **1. Malayalam**

- Paper I - Kerala Culture  
Paper II - Sanskrit

### **2. Hindi**

- Paper I - Functional Hindi (Compulsory)  
Paper II - History of India or Sanskrit

### **3. Tamil**

- Paper I - South Indian History with Special reference to Tamil Culture (Compulsory)  
Paper II - Tamil Ithazhiyal (Tamil Journalism) or General Essay and Translation

### **4. Arabic**

- Paper I - Tareekhul-Islam Wa Thaqua Fatuhu  
Paper II - Secretarial Practice and Translation

### **5. Sanskrit**

#### **General (Language & Literature)**

- Subsidiaries** Paper I - Outline of Indian Culture – Part I  
Paper II - Outline of Indian Culture – Part II

**Special** - **Nyaya, Vyakarana, Vedanta, Sahithya, Jyothisha**  
**(Any one to be preferred)**

Special Papers I to IV

General Papers I to IV

### **6. Economics**

Paper I & II - Any two Subjects from the following.

- (i) Political Science
- (ii) Indian History
- (iii) Sociology
- (iv) Mathematics
- (v) Kerala History
- (vi) Statistics

### **7. History**

Paper I & II - Any two Subjects from the following.

- a. History of Travel and Tourism in India
- b. Tourism and Tourist Centres in India
- c. History of Journalism in Kerala
- d. General Economics
- e. Political Science
- f. Logic and Theory of Knowledge
- g. Sociology
- h. Psychology



## **8. Political Science**

Paper I &II - Any two Subjects from the following

- (i) General Economics
- (ii) World History
- (iii) Sociology

## **9. Sociology**

Paper I &II - Any two Subjects from the following.

- (i) General Economics
- (ii) Political Science
- (iii) Indian History
- (iv) Statistics
- (v) Kerala History
- (vi) World History

## **10. Islamic History**

Paper I &II - Any two Subjects from the following.

- (i) Political Science
- (ii) General Economics
- (iii) Sociology
- (iv) Indian History
- (v) Linguistics

## **11. Philosophy**

Paper I &II - Any two Subjects from the following

- (i) Political Science
- (ii) General Economics
- (iii) Social Psychology
- (iv) Abnormal Psychology
- (v) Sociology
- (vi) Aesthetics
- (vii) Comparative Religion
- (viii)

## **12. Music**

Paper I - Veena  
Paper II - Sanskrit/Tamil

## **13. English Language and Literature**

Paper I - History of English Literature  
Paper II - One of the following subjects

- i. Indian Literature in English
- ii. American Literature
- iii. Psychology
- iv. Journalism
- v. Travel and Tourism
- vi. Computer Application
- vii. Public Administration
- viii. Sociology
- ix. Political Science

- x. World History
- xi. General Economics
- xii. French
- xiii. Linguistics

**14. B.A. Afzal-UI-Ulama**

**i.. Course of Study**

The Course is of three years duration.

**ii.. II Language – Arabic**

**iii. Part III – Arabic Main**

**C. B.Com. – Optional Subjects**

Candidates can choose only “Taxation Law and Accounts” or “Co-operation” as their elective.

**D.. BBA ( Bachelor of Business Administration)**

**i.. Course of Study.**

The Course of Study shall comprise the study of the following subjects and should be completed within a minimum period of 3 years.

**Ist Year**

Sl.No.	Subject Code	Course Title
1	BBA P01	English Language Skills for Communication
2	BBA P02	Environment Studies
3	BBA P03	Principles of Management
4	BBA P04	Managerial Economics
5	BBA P05	Quantitative Methods for Management
6	BBA P06	Business Environment

**II Year**

Sl.No.	Subject Code	Course Title
1	BBA P07	Marketing Management
2	BBA P08	Financial Management
3	BBA P09	Human Resource Management
4	BBA P10	Production and Operations Management
5	BBA P11	Business Laws
6	BBA P12	Accounting for Managers

### III Year

Sl.No.	Subject Code	Course Title
1	BBA P13	Strategic Management
2	BBA P14	Financial Markets and Services
3	BBA P15	Foreign Trade
4	BBA P16	E-Commerce and Cyber Laws
5	BBA P17	Corporate Taxation
6	BBA P18	Entrepreneurship Development
7	BBA P19	Case Study Analysis

#### ii.. Time limit for completion of Programme

A candidate shall be required to complete the programme within a period of 5 years after joining the BBA Course.

#### E.(i) II Language for B.A.

1. Hindi
2. Malayalam
3. Tamil
4. Arabic
5. Sanskrit
6. Syriac
7. French
8. German
9. Russian
10. Latin
11. Hebrew
12. Special English (for BA candidates)

#### (ii) Additional Language/Modern Language for B.Com..

1. Hindi
2. Malayalam
3. Tamil
4. Arabic
5. French
6. German
7. Russian
8. Latin

#### F. Original Documents to be Submitted along with Private Registration Applications

1. Print out of completed application - for Online Registration Candidates. / Application Form for Private Registration – for Offline Candidates
2. Downloaded application of Recognition for students of ISC, CBSE (+2) Course and PDC/HSE/Degree of any other University or Board outside Kerala - (except Calicut University)
3. Downloaded form of Matriculation (for those who are enrolling under Kerala University for the first time)
4. Downloaded form of Eligibility Certificate (Original Eligibility Certificate issued from Kerala University should be submitted by candidates who have passed their PDC/HSE/Degree from any other University or Board outside Kerala)
- 5 (a) Fee receipt (University pay-in-slip or Friends Counter Receipt or SBT Chalan slip (remitted at any branch of SBT) through A/c No. 67334622743. No other fee can be remitted through this account. No DD is accepted - **For Online Registration candidates.**  
(b) Fee Receipt (University pay-in-slip or Friends Counter Receipt or Demand Draft) drawn in favour of “The Finance Officer, University of Kerala” drawn on SBT payable at Service Branch, Thiruvananthapuram or SBI main Branch, Thiruvananthapuram or District Co-operative branch, Head Office, Thiruvananthapuram – **For Offline Candidates**

5. Original mark lists and Pass Certificates of PDC,HSE, VHSE, THSCE, ISC, CBSE (+2) or Degree Certificate. The candidates who have passed the Qualifying Examination in more than one chance, should submit all the mark lists(which is eligible or not eligible).
7. Original Transfer Certificate (The Date of Birth in T.C should be written in figures and in words).
8. Migration Certificate for those who have passed ISC, CBSE (+2) or PDC/HSE/Degree from any other University or Board outside Kerala)
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9. A self addressed cover of 30 cm x 25 cm with sufficient stamps affixed on it to return the Certificates.
10. Eligibility Certificate obtained from University of Kerala for NIOS candidates, and those who have passed HSE/VHSE/ of Government of Kerala upto 2002 and AISSC/ISC twelve years) examinations upto 2004.
11. An attested copy of SSLC/THSCE/ICSE/CBSE (Secondary School) mark lists/pass certificate. The Name and Date of Birth of the candidate in the application and in the qualifying certificate should be the same.
12. 2<sup>nd</sup> & 3<sup>rd</sup> year/3<sup>rd</sup> year only candidates shall also produce the +2 mark lists/pass certificate and 1<sup>st</sup>/2<sup>nd</sup> year degree marklists.
13. 2<sup>nd</sup> and 3<sup>rd</sup> year, 3<sup>rd</sup> year only, Additional Degree, Optional change, Additional Language change candidates etc shall apply for Private Registration as Offline Candidates.

**Serial No.6 to 11 is applicable to both Online and Offline Candidates.**

Note: - If the original TC is lost the candidate shall submit duplicate TC along with an affidavit from a first class Judicial Magistrate or a Notary Public to the effect that “The original TC has been irrecoverably lost and it has not been used for any other purpose and this affidavit is sworn to be produced before the authorities of University of Kerala for Cancellation / Registration” purpose.

The **Online Registration** can be done from the website [www.de.keralauniversity.ac.in](http://www.de.keralauniversity.ac.in) from << 09.09.2016. >>

The application form along with all the documents of Offline candidates / the print out of completed application of online registration candidates along with all documents addressed to Deputy Registrar III Exam, should reach the University Office **before the last date of submission of Private Registration application.**

Sd/-  
**CONTROLLER OF EXAMINATIONS**

To

1. Public Relations Officer (for press release)
2. PS to VC/PVC
3. P.A. to C.E./Registrar/F.O./D.R.Finance/D.R. Cash / Director, University Computer Centre .
4. Academic - AC. All, AC. AIII, AC. AIV, AC.C and AC.L Sections.
5. E A 14, 15,19, Sections
6. A.R.- Cash Receipt/B.A./B.Com.
7. Joint Registrar (Exams.) I & II
8. Deputy Registrar (Exams.) I, II,III & IV
9. Store Keeper - Exam Store/General Store
10. Reception Officer/Enquiry
11. All District/Taluk Information Centres of the University.
12. "FRIENDS" (Janasevana Kendram) - All Branches.
13. Forms Section
14. Stock File/File Copy.

SSL/C1