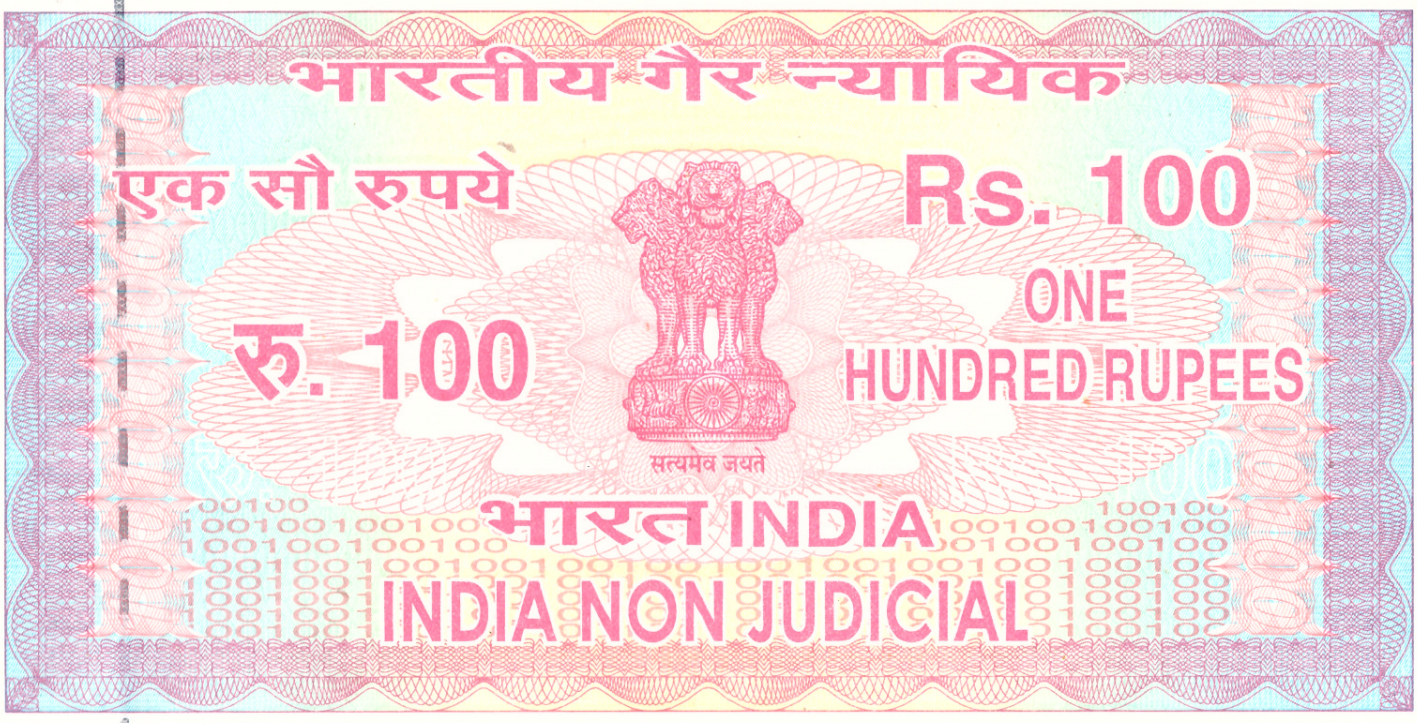


കേരളം केरल KERALA CP 615031

Affidavit

The University of Kerala, Senate House Campus, Palayam, Thiruvananthapuram – 34, Kerala, India, undertakes to abide by the following terms and conditions duly approved by the statutory bodies of the university;

And accordingly

We, Dr. C.R Prasad , Registrar in Charge and Dr. R Vasanthagopal, Director, Centre for Distance Education ~~& Online Education/ Centre for Online Education~~ of University of Kerala, Senate House Campus, Palayam, Thiruvananthapuram – 34, Kerala, India, do hereby solemnly affirm and declare as under:

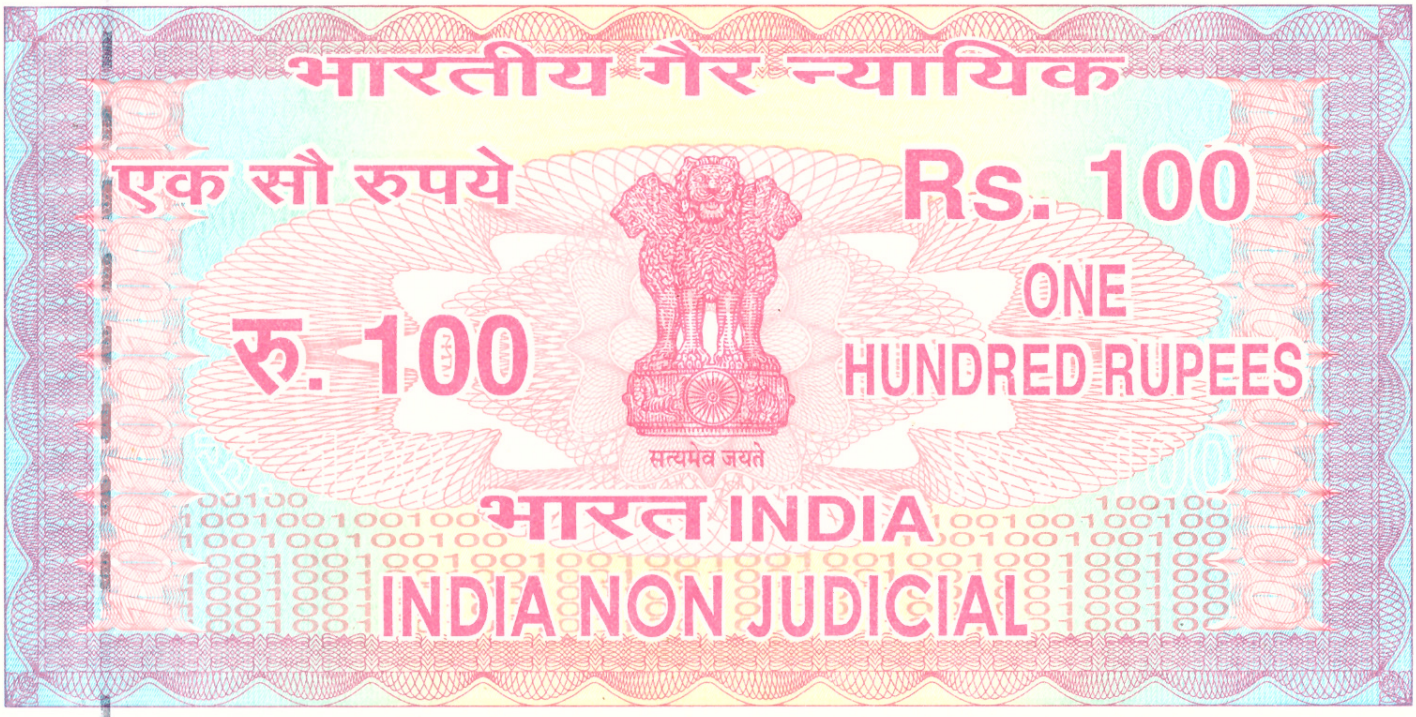
1. That this Higher Educational Institution namely *University of Kerala* wishes to apply for the recognition of Open and Distance Learning Programmes ~~and /or Online Programmes~~ (**as applicable**) to be offered under University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 from the academic session 2020-21.
2. That the deponents have fully understood all clauses, all terms and conditions as stipulated in the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

NOTARY
SANOJ R. NAIR
THIRUVANANTHAPURAM
Reg. No.07/2011/TVPM
Expiry Date : 22/02/2021
20.10.2020
GOVT. OF KERALA

Prasad
REGISTRAR
IN-CHARGE

No. 6557/15-10-20
The Registrar
University of Kerala

6/10/20



കേരളം केरल KERALA CP 615032

3. That the Higher Educational Institution is eligible in all respect to apply for offering programmes through; a) Open and Distance Learning (ODL) mode, ~~b) Online Learning mode , OR c) Open and Distance Learning (ODL) and Online Learning mode~~ **(as applicable)**, as per University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

4. That the Higher Educational Institution after getting programme wise recognition shall scrupulously abide by all the terms and conditions as stipulated under University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 alongwith compliance to all the provisions regarding;

   a) Centre for Internal Quality Assurance (CIQA): Annexure-I

   b) Conduct of Examination and Minimum Standards for Examination Centres: Annexure-II

NOTARY
SANJU R. NAIR
Reg. No. 02/2011/TVPM
Expiry Date : 22/02/2021
GOVT OF KERALA
20.10.2020

REGISTRAR
IN-CHARGE

No. 6558/15-10-20
The Registrar
University of Kerala

6/10/20

c) Territorial Jurisdiction and Regulating Provisions for different types Of Higher Educational Institutions: Annexure-III

d) Human Resource and Infrastructural Requirements: Annexure-IV

e) Guidelines on Programme Project Report (PPR) : Annexure-V

f) Quality Assurance Guidelines of Learning Material in Multiple Media and Curriculum and Pedagogy: Annexure-VI

g) Guidelines on Self-Learning Material and E-Learning Material: Annexure-VII

h) Learner Support Centres :Annexure-VIII

i) Assessment Criteria for offering Online Programmes through Non-Swayam Learning Platform: Annexure IX

j) Grievance Redress Mechanism: Annexure X

5. That the Higher Educational Institution shall adhere to various directives issued by the Commission from time to time.

6. That the Higher Educational Institution shall not offer prohibited programmes i.e. programmes not permitted to be offered in Open and Distance Learning Mode and Online mode in Higher Education as mentioned in clause (z) of regulation 2 of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

7. That the Higher Education Institution shall ensure compliance to other relevant UGC Regulations and norms issued by the relevant statutory/regulatory bodies from time to time .

8. That, for the programmes falling under the ambit of a statutory or regulatory authority or regulatory council, the Higher Educational Institution has the approval or recommendations of the respective statutory or regulatory authority or regulatory council for offering the programmes in Open and Distance Learning mode or Online mode, as applicable; and has also submitted the same to UGC along with the application.

9. That the Higher Educational Institution shall ensure to provide all such information asked by UGC and display the same information as per mandatory disclosure of information as stipulated under regulation 9 of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

10. That the Higher Educational Institution shall not offer any Open and Distance Learning (ODL) Programmes and Online Programmes and admit students thereto unless it has been granted recognition by the Commission and admission shall not be made in anticipation of the recognition.

NOTARY GOVT. OF KERALA SANOJ R. NAIR THIRUVANANTHAPURAM Reg. No.07/2011/TVPM Expiry Date : 22/02/2021 20.10.2020

UNIVERSITY OF KERALA THIRUVANANTHAPURAM തിരുവനന്തപുരം

Prasad

REGISTRAR IN-CHARGE

11. That the Higher Educational Institution undertakes to upload admission details on the portal within the stipulated time as decided by the Commission from time to time.

12. That the Higher Educational Institution is an Open University already recognised for offering Open and Distance Learning Programme(s) or Online Programmes for the academic year 2019-20 and shall obtain NAAC accreditation prior to the completion of the current recognition period, failing which the Commission shall not accord further recognition to Open and Distance Learning (ODL) Programmes and Online Programmes **(Applicable only for Open Universities recognized for 2019-20**)

(Not Applicable)

Or

That the Higher Educational Institution is an Open University not recognised for offering Open and Distance Learning Programme(s) or Online Programmes for the academic year 2019-20 and shall obtain NAAC accreditation within one year of becoming eligible, failing which the Commission shall not accord further recognition to Open and Distance Learning (ODL) Programmes and/or Online Programmes **(Applicable only for Open Universities**).

(Not Applicable)

13. That the Higher Educational Institution shall ensure the readiness/availability of E- Learning Material for all years/semesters of proposed online programmes and its uploading on the learning platform before the start of academic session and information about the same shall be intimated to UGC in timely manner as per Annexure-VII of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

(Not Applicable)

14. That the Higher Educational Institution shall ensure the readiness/availability of E- Learning Material for all years/semesters of proposed online programmes and its uploading on the learning platform before the start of academic session and information about the same shall be intimated to UGC in timely manner as per Annexure-VII of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

REGISTRAR
IN-CHARGE

UNIVERSITY OF KERALA
THIRUVANANTHAPURAM

NOTARY
SANOJ R. NAIR
THIRUVANANTHAPURAM
Reg. No.07/2011/TVPM
Expiry Date : 22/02/2021
GOVT. OF KERALA

15. That the deponents are fully aware that in case any information, documentary evidence submitted/produced by the Higher Educational Institution is found to be false or fake at a later stage or in case of any violation, UGC shall take punitive measures as mentioned in Regulation 7 of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 which includes withdrawal of the recognition of Open and Distance Learning (ODL) Programmes and Online Programmes and may also refer the matter to the Central or State Government as applicable for withdrawal of Higher Educational Institution status. It is the sole responsibility of the Higher Educational Institution for the career consequences of students, if any, arising out of the same.

UNIVERSITY OF KERALA
THIRUVANANTHAPURAM
തിരുവനന്തപുരം
കേരള സർവകലാശാല

Prasad
REGISTRAR IN-CHARGE
DEPONENT(S)

Verification:

We, the above-named deponents, do hereby verify on 15 /10/2020 at Thiruvananthapuram that the contents mentioned above are correct and true statements.

NOTARY
SANOJ R. NAIR
THIRUVANANTHAPURAM
GOVT. OF KERALA
RUPEES ONE HUNDRED
SPECIAL ADHESIVE

UNIVERSITY OF KERALA
THIRUVANANTHAPURAM
തിരുവനന്തപുരം
കേരള സർവകലാശാല

Prasad
REGISTRAR IN-CHARGE
DEPONENT(S)

Registrar in charge signed before me on this the 20th day of October 2020

ATTESTED
20.10.2020

VOL. NO. 07 PAGE NO. 42
SL. NO. 3634 DATE : 20.10.2020

SANOJ R. NAIR
ADVOCATE & NOTARY
Roll No : K/3465/99
T.C. No.27/1100(1), Athani Lane
Vanchiyoor, Thiruvananthapuram - 35
Mob. 9995109293

UNIVERSITY OF KERALA

(Abstract)

ool of Distance Education – Dr.R. Vasanthagopal, Professor – Nomination of Director - Sanctioned - ers Issued.

ADMINISTRATION 'B.III' SECTION

Ad.B.III.2/1723/2013. Thiruvananthapuram, Dated : 08.05.2019

Read: 1. U.O No. Ad. BIII.2/1723/2013 dated 01.04.2019.
2. Item no. 08.64 in the Minutes of the meeting of the Syndicate held on 30.04.2019.
3. U.O No. Ad. D.II.04/50914/2019 dated 04.05.2019.

ORDER

Dr. K.S. Zeenath, Associate Professor, School of Distance Education was relieved from the post of :tor, School of Distance Education w.e.f. 31.03.2019 and Dr.Lal C A , Associate Professor, School of nce Education was assigned the full additional charge of Director, School of Distance Education until er orders are issued otherwise vide paper read as (1) above.

The Syndicate vide paper read as (2) above resolved to proceed towards nominating the Professor next in ity as the Director, SDE as per norms, consequent on Dr. A M Unnikrishnan, Professor relinquishing his to the post of Director.

Dr. R. Vasanthagopal, was placed in the post of Professor w.e.f.03.01.2013, the date of joining in the rsity of Kerala under Career Advancement Scheme of 2010 Regulations vide paper read as (3) above. he is the next senior most Professor in School of Distance Education.

Sanction has therefore been accorded by the Vice – Chancellor to Dr. R.Vasanthagopal, Professor, l of Distance Education being nominated as Director, School of Distance Education, relieving Dr. Lal the full additional charge of Director, School of Distance Education subject to reporting to the :ate.

Orders are issued accordingly.

Sd/-
Jayasree S
Deputy Registrar (Admn.IV)
For Registrar

1) Dr.R. Vasanthagopal, Professor, SDE
2) Dr.Lal CA, Associate Professor, SDE
3) Ps to VC / PS to PVC / PA to Registrar
4) The Joint Director, Kerala State Audit Department/Audit I /FinanceIII/IQAC/Ad.Misc
5) Stock File / File Copy.

Forwarded/By Order

Section Officer

101

UNIVERSITY OF KERALA

PRELIMINARY MINUTES OF THE NINETY-SECOND MEETING OF THE SYNDICATE HELD ON 25th MAY, 1974

Place of Meeting: University Buildings, Trivandrum.

PRESENT:

1. Dr. R.S. Krishnan (In the Chair)
   Vice-Chancellor.
2. Shri A.C. Jose
3. Dr. K.Madhavan Kutty
4. Rev. Fr. Mathew Palamattam
5. Shri M.P. Mohammed Jaffer Khan
6. Dr. (Mrs.) Molly Thomas
7. Shri C.S. Neelakantan Nair
8. Dr. M.V. Pylee
9. Shri R.Ramachandran Nair
10. Shri S.Ramachandran Pillai
11. Shri C.Z. Scaria
12. Shri N.Sreekantan Nair
13. Dr. M.Sreenivasan
14. Dr. V.K.Sukumaran Nayar
15. Shri P.Unnikrishna Pillai

UNIVERSITY OF KERALA
REGISTRAR
In-charge

The Vice-Chancellor announced at the outset that he had received an invitation to visit Russia for three weeks and that he would be leaving Trivandrum on 31st May. The Chancellor had ordered, it was announced, that the Registrar be put in charge of the current duties of the Vice-Chancellor during the latter's absence.

(V.C's Section

SPECIAL ITEM

The Syndicate considered, together with the Controller of Examination's note to the Vice-Chancellor the matter of the leakage of a few question papers of the current University Examinations.

RESOLVED that

(1) the examination in Paper I Non-Chordates of the B.Sc. Final Degree Examination in Zoology held on 21st May 1974 be cancelled. This examination and the examinations in B.A. Economics Paper II (Money and Banking) and B.A. Sociology Paper II (Hindu Social Institutions) postponed from 24th May 1974 be conducted in the second or third week of June

18. Institution of prizes to the students securing the highest marks in Malayalam in the Pre-Degree Examination regarding -

...

The Syndicate considered along with the recommendation of the Standing Committee on Publication, Research, Scholarships and Libraries, the request of the Director, State Institute of Languages, Kerala, Trivandrum to consider whether it is possible to institute a formal endowment of a prize in the name of the Institute to the students securing the highest marks in Part I (ii) Malayalam in the Pre-Degree Examination, if the Institute undertakes to supply every year books worth a fixed amount.

RESOLVED that the proposal of the Director, State Institute of Languages be accepted.

(Ac.E)

19. Introduction of Correspondance Course in the University.

...

The Syndicate considered along with the recommendation of the Standing Committee on Planning and Development and the views of the Vice-Chancellor, the question of constituting a Special Committee to examine the proposal for introduction of correspondence Courses in the University.

RESOLVED that a Special Committee be constituted consisting of the members of the Planning and Development Committee and M/s. N.V. Krishna Warrior, J.Udaya Bhanu, V.S. Ouseph and R.Ramachandran Nair, to examine the above proposal.

(Acad.A)

20. Private Colleges - Rules to govern the seniority of teachers.

...

DEFERRED for detailed consideration.

(Ac.F.II)

21. Final M.B.B.S. Examination-eligibility of candidates - regarding -

....

The Syndicate considered along with the recommendation of the Standing Committee on Examinations and Courses of Studies, the proposal put forward at the

199

66. The Syndicate considered the minutes of the Special Committee constituted by the Syndicate to examine the proposal for the introduction of Correspondance Courses in the University. (See Minutes of the Special Committee at Appendix III).

RESOLVED that the recommendations of the Special Committee be approved with the change that Shri R.Ramachandran Nair and Shri C.K.Devassy be deputed to Madurai University instead of to Mysore University to study the working of the Correspondence Course.

(Ac.A)

---

66. Appointment of Rev. Fr.George Aikara as Principal of the St.Xavier's College, Thumba - approval ~~regarding~~.

....

The Syndicate considered along with the recommendation of the Standing Committee on Qualification of Teachers, Recognition of Degrees and Exemption, the question of approval of the appointment of Rev. Fr.George Aikara as Principal of the St. Xavier's College, Thumba with effect from 4-7-1973.

RESOLVED that the appointment of Rev. Fr.George Aikara be approved as Principal of the St. Xavier's College, Thumba with effect from 4-7-1973.

(Ac.F.I)

67. Proposals from the Government of India for starting a Vidyapeet in Kerala.

....

The Syndicate considered along with the recommendation of the Standing Committee on Staff and Finance, the proposal received from the State Government for starting a Vidyapeet in Kerala with a Research Wing being located in the University Manuscripts Library. (See details of the proposal in the letter No.40087/P2/72/H. Edn. dated 18-6-1973 from the Special Secretary, Higher Education addressed to the Vice-Chancellor at Appendix IV).

RESOLVED that the proposals be approved and that the details be worked out after discussions with the State Government.

(Ad.D)

(Contd . . . .)

V. **Administrative Staff:**

The following Administrative Staff will be required to man the adm. wing at present.

Administrative Officer	— 1
Assistants	— 2
Typists	— 2
Peons	— 2

Additional staff will be required when students are admitted.

Sd/-
Director

3DE

www.ugc.ac.in/deb

UNIVERSITY GRANTS COMMISSION
DISTANCE EDUCATION BUREAU
35-FEROZE SHAH ROAD
NEW DELHI-110 001

Speed Post

F.No.: 116-1/2017 (DEB-IV) **Date: October, 2018**

The Registrar,
Kerala University
Senate House Campus,
Palayam Thiruvananthapuram
Kerala

18 OCT 2018

Sub: Commission decision on the HEI's representation submitted for review of programmes found deficient, for recognition for 2018-19 onwards to be offered in Open and Distance Learning (ODL) mode - regarding.

Sir/Madam,

This is in continuation to the UGC letter No. **116-1/2017 (DEB-IV)** dated 14.08.2018, wherein the details of programmes recognised for 2018-19 onwards and programmes found deficient along with deficiencies and other relevant information/conditions were communicated to **Kerala University.**

2. As per the provision at clause 4 (i) of sub-regulation (3) of Part- II of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and the decision of the Commission in its 534th meeting held on 2nd August, 2018, for the programmes found deficient as per the UGC letter cited in above para, the Higher Educational Institution had been provided an opportunity to submit representation along with documentary evidence, if any, within 30 days from the date of the said UGC letter.

3. The representation along with documentary evidence submitted by the **Kerala University** on 15th September, 2018 for review and the justifications given by the HEI representatives during the hearing, were considered by the duly constituted Expert Review Committee in the meeting held on 18th September, 2018 at UGC, 35 Feroze Shah Road, New Delhi. The Expert Review Committee based on the provisions of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments; made recommendations for consideration of the Commission.

4. Based on the decision of the Commission in its 535th Meeting dated 27th September, 2018, I am directed to issue this Order, thereby communicating the Commission decision, on the representation received, for programme wise recognition status of the programmes to be offered in Open and Distance Learning mode from academic year 2018-19 onwards by the **Kerala University in addition to programmes already recognized vide letter mentioned in Para 1 above**, as detailed in point no. 5 below.

THIRUVANANTHAPURAM
29 OCT 2018
47543

5. Programme wise recognition status based on representation:

5(A) Programmes Recognised

S. No.	Name of the Programme	Period of Recognition *
1	MASTER OF BUSINESS ADMINISTRATION	2018-19 to 2019-20

*As HEI NAAC score is (below/above) 3.26, the recognition given is only up to the academic year 2018-19 to 2019-20, based on the UGC (ODL) Second Amendment Regulations, 2018. The list of recognised Learner Support Centres/Study Centres will be available at UGC website shortly.

5(B) Programmes Not Recognised: Nil

6. For the programmes recognised in 5(A) above, the Higher Educational Institution shall scrupulously abide in letter and spirit by all the terms and conditions, while offering the programmes in Open and Distance Learning mode, as per the provisions detailed in Part-III, Part-IV, Part-V, Part-VI and Annexure-I to Annexure-XI of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments. Some specific conditions as per UGC (ODL) Regulations, 2017 & its amendments are given in **Annexure-1**.

7. If the HEI fails to comply with the conditions of recognition or if it is found conducting affairs in a manner that leads to deterioration of academic standards, or if any information, documentary evidence submitted/produced by the HEI is found to be false or fake at a later date, UGC shall take action as per Regulation (4) Part - II of UGC (ODL) Regulations, 2017.

Yours faithfully,

(Jitendra)
Education Officer

Copy to:

1. The Secretary, Higher Education, Govt. of Kerala, 3rd Floor Secretariat, Annex Statue, Thiruvanauthapuram , Kerala with a request to ensure that HEI adheres to all the provisions of the UGC (ODL) Regulations 2017 and its amendments.

2. The Joint Secretary (Distance Learning), MHRD, Govt of India, Shastri Bhawan, New Delhi – 110 001.

The Member Secretary, AICTE, Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 **with a copy of the affidavit submitted by the HEI as per AICTE Letter No. AICTE/P&AP/ODL/2108 dated 28/08/2018.**

4. The Vice-Chancellor, **Kerala University, Senate House Campus, Palayam Thiruvananthapuram , Kerala**

5. The Joint Secretary, State University Bureau, UGC for information.

6. Guard file.

(Jitendra)
Education Officer

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UNIVERSITY GRANTS COMMISSION
DISTANCE EDUCATION BUREAU
35-FEROZE SHAH ROAD
NEW DELHI-110 001

Speed Post

F.No.: 116-1/2017(DEB-IV) **Date: August, 2018**

The Registrar,
Kerala University,
Senate House Campus,
Palayam Thiruvananthapuram
Kerala

29 AUG 2018
39738
29/8/18
24 AUG 2018

Subject: Commission Order on the application, submitted Online by the Higher Educational Institution, for recognition of the programmes to be offered in *Open and Distance Learning (ODL) mode from academic year 2018-19 onwards - regarding.*

Sir/Madam,

In exercise of the powers conferred by sub-section (1) of Section 26 read with clause (j) of Section 12 of the University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission (Open and Distance Learning) Regulations, 2017, had been notified in the Gazette of India on 23.06.2017. The first and the second amendment in the principal regulations were notified in the Gazette of India on 11.10.2017 and 06.02.2018 respectively.

2. Part-II; sub-regulations (3) to (5); of the University Grants Commission (Open and Distance Learning) Regulations, 2017 describes the Recognition process of Higher Educational Institutions for offering Open and Distance Learning programmes. The sub-regulations (3) describes the process of recognition of Higher Educational Institutions offering programmes in Open and Distance Learning Mode, whereas sub-regulations (4) describes the process for withdrawal of recognition and sub-regulations (5) provides right to appeal to Higher Educational Institutions aggrieved with the decision of the Commission.

3. The Commission had invited online applications from the eligible Higher Educational Institutions for offering Open and Distance Learning programmes from the academic session 2018-19 vide public notice F.No. 74-1/2018 (DEB-IV) dated 28.03.2018, mentioning therein that the online portal for submitting applications shall-be open from 2nd April, 2018 to 1st May, 2018. It was also mentioned that the duly certified hard copies of the application submitted online mode along with annexures shall reach UGC (DEB) office at 35 Feroze Shah Road, New Delhi-110001 within 10 working days of submission of online application. In response to the

public notice dated 28.03.2018, **Kerala University** had submitted application online for programme wise recognition by the Commission.

4. Application received from **Kerala University** had been scrutinized by the expert committee and deficiency(s) or defect(s) in application were communicated and time period as prescribed in University Grants Commission (Open and Distance Learning) Regulations, 2017 was given to remove or rectify such deficiency(s) or defect(s) with relevant documentary evidence.

5. The **Kerala University** was invited for an Interface Meeting with the Expert Committee; constituted by the Chairman of the Commission; on **05th, July, 2018** in the UGC head office, Bahadurshah Zafar Marg, New Delhi. The Expert Committee based on the application submitted, clarification given for deficiency(s) or defect(s)communicated earlier, the presentation made by the Higher Educational Institution in the Interface Meeting and in terms of provisions of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments; made recommendations for consideration of the Commission.

6. The Commission in its 534th meeting held on 2nd August, 2018 considered the recommendations of the Interface Expert Committee. Based on the decision of the Commission, I am directed to issue this Order, there by communicating the programme wise recognition status of the programmes to be offered in Open and Distance Learning mode from academic year 2018-19 onwards by the **Kerala University** as detailed in point no. 7 below.

7. **Programme wise recognition status**

7(A) **Programmes Recognized**

Sr. No.	Name of the Programme	Period of Recognition *
1.	BACHELOR OF ARTS (ECONOMICS)	2018-19 to 2019-20
2.	BACHELOR OF ARTS (ENGLISH)	
3.	BACHELOR OF ARTS (HINDI)	
4.	BACHELOR OF ARTS (HISTORY)	
5.	BACHELOR OF ARTS (MALAYALAM)	
6.	BACHELOR OF ARTS (POLITICAL SCIENCE)	
7.	BACHELOR OF ARTS (SOCIOLOGY)	
8.	BACHELOR OF BUSINESS ADMINISTRATION	
9.	BACHELOR OF COMMERCE	
10.	BACHELOR OF COMPUTER APPLICATIONS	
11.	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	
12.	BACHELOR OF SCIENCE (COMPUTER SCIENCE)	
13.	BACHELOR OF SCIENCE (MATHEMATICS)	
14.	MASTER OF ARTS (POLITICAL SCIENCE)	
15.	MASTER OF ARTS (PUBLIC ADMINISTRATION)	
16.	MASTER OF ARTS (ECONOMICS)	
17.	MASTER OF ARTS (ENGLISH)	
18.	MASTER OF ARTS (HINDI)	

19.	MASTER OF ARTS (HISTORY)	2018-19 to 2019-20
20.	MASTER OF ARTS (MALAYALAM)	
21.	MASTER OF ARTS (SOCIOLOY)	
22.	MASTER OF COMMERCE (FINANCE)	
23.	MASTER OF LIBRARY AND INFORMATION SCIENCE	
24.	MASTER OF SCIENCE (COMPUTER SCIENCE)	
25.	MASTER OF SCIENCE (MATHEMATICS)	

*As HEI NAAC score is below 3.26, the recognition given is only up to the academic year 2019-20, based on the UGC (Open and Distance Learning) Second Amendment Regulations, 2018.

The list of recognized Learner Support Centres/Study Centres is available at UGC website i.e. www.ugc.ac.in at the link https://www.ugc.ac.in/pdfnews/9969719_UGC-RECOGNITION-FOR-ODL-PROGRAMMES-2018-19-ONWARDS.pdf

7(B) **Programmes not Recognized**

Sr. No.	Name of the Programme	Deficiency
1.	MASTER OF BUSINESS ADMINISTRATION	Non submission of prior approval of respective Regulatory Authority for the academic session 2018-19 and onwards.

8. For the programmes recognized in 7(A) above, the Higher Educational Institution shall scrupulously abide in letter and spirit by all the terms and conditions, while offering the programmes in Open and Distance Learning mode, as per the provisions detailed in Part-III, Part-IV, Part-V, Part-VI and Annexure-I to Annexure-XI of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments. Some specific conditions given in UGC(ODL) Regulations 2017 & its amendments are given in **Annexure-1**.

9. For the programmes found deficient in 7(B) above, the Higher Educational Institution shall submit representation along with documentary evidence, if any, within 30 days from the date of this order as per the provision at clause 4(i) of sub-regulation (3) of Part- II of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments.

10. If the HEI fails to comply with the conditions of recognition or if it is found conducting affairs in a manner that leads to deterioration of academic standards, or if any information, documentary evidence submitted/produced by the HEI is found to be false or fake at a later date, UGC shall take action as per Regulation (4), Part - II of UGC (ODL) Regulations, 2017.

Yours faithfully,

(Jitendra)
Education Officer

Annexure- 1

Conditions

1) The total intake capacity (Number of learners) in Open and Distance Learning mode in Higher Educational Institution and/or Learner Support Centre/Study Centre shall be as mentioned in clause 6 of Annexure-X of the University Grants Commission (Open and Distance Learning) Regulations, 2017.

2) The Higher Educational Institution shall offer only those programmes through Open and Distance Learning mode, which are approved by the statutory bodies of the University and by UGC and by the Regulatory Authority, as applicable.

3) The Higher Educational Institution shall not offer any programme in engineering, Medicine, dental, pharmacy, nursing, architecture, physiotherapy and programmes not permitted to be offered in distance mode by any other regulatory body.

4) The Higher Educational Institution shall comply to all the terms and conditions mentioned in the Affidavit dated 25th April, 2018 duly notarized and signed by Dr. Jayachandran R., Registrar in-charge, submitted to the Commission vide letter dated 03rd May, 2018.

5) The Higher Educational Institution shall not offer any M.Phil/Ph.D Programme through distance learning mode in compliance to clause 11 of the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016.

6) The HEI shall establish Examination Centre within the territorial jurisdiction of the HEI subject to condition laid down in clause7(i) to (v) of section 13 in Part-IV.

7) In case, Higher Educational Institution fails to comply with the conditions of recognition, appropriate punitive action(s), as per provisions of the UGC (ODL) Regulations, 2017 and its amendments, shall be taken by the Commission.

(Jitendra)
Education Officer

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
University of Kerala
Palayam, Thiruvananthapuram, Kerala as
Accredited
with CGPA of 3.03 on four point scale
at A grade
valid up to March 02, 2020

Date : March 03, 2015

UNIVERSITY OF KERALA
THIRUVANANTHAPURAM
കേരള സർവകലാശാല

Director

REGISTRAR
I/CHARGE

Phone: 0471-2305631
Fax: +91-471-2307158
E-mail: regrku@gmail.com

UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India-695034

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)

(Re-accredited by NAAC with 'A' Grade)

UNDERTAKING

I, the Registrar, University of Kerala, Thiruvananthapuram, do hereby undertake to the effect that though the present NAAC Score of the University of Kerala is 3.03, the University is earnestly vying to achieve the stipulated score for the recognition of Open & Distance Learning (ODL) programmes to be conducted for the academic year 2020-21 onwards. The University is hopeful to achieve a score surpassing the stipulated score for recognition of ODL programmes to be conducted from 2020-21 onwards.

15.10.2020

REGISTRAR IN-CHARGE

REGISTRAR

UNIVERSITY OF KERALA
THIRUVANANTHAPURAM
തിരുവനന്തപുരം

National Institutional Ranking Framework
Ministry of Human Resource Development
Government of India

University

Rank-band: 101-150 | Rank-band: 151-200

Show 100 entries Search:

Institute ID	Name		City	State	Score	Rank
IR-1-O-O-U-0220	Indian Institute of Science	More Details	Bengaluru	Karnataka	82.16	1
IR-1-O-O-U-0109	Jawaharlal Nehru University	More Details	New Delhi	Delhi	67.57	2
IR-3-O-OMD-U-0500	Banaras Hindu University	More Details	Varanasi	Uttar Pradesh	63.52	3
IR-4-O-OEMA-U-0439	Anna University	More Details	Chennai	Tamil Nadu	62.82	4
IR-1-O-O-U-0042	University of Hyderabad	More Details	Hyderabad	Telangana	60.54	5
IR-2-O-OE-U-0575	Jadavpur University	More Details	Kolkata	West Bengal	59.68	6
IR-1-O-O-U-0120	University of Delhi	More Details	Delhi	Delhi	58.69	7
IR-1-O-O-U-0436	Amrita Vishwa Vidyapeetham	More Details	Coimbatore	Tamil Nadu	58.46	8
IR-1-O-O-U-0323	Savitribai Phule Pune University	More Details	Pune	Maharashtra	58.24	9
IR-7-O-OEMALDC-U-0496	Aligarh Muslim University	More Details	Aligarh	Uttar Pradesh	57.78	10
IR-1-O-O-U-0234	Manipal Academy of Higher Education	More Details	Manipal	Karnataka	57.37	11
IR-5-O-OEMAL-U-0108	Jamia Millia Islamia	More Details	New Delhi	Delhi	56.18	12
IR-1-O-C-U-0447	Bharathiar University	More Details	Coimbatore	Tamil Nadu	55.08	13
IR-1-O-O-U-0570	Calcutta University	More Details	Kolkata	West Bengal	53.38	14
IR-1-O-D-U-0523	King George`s Medical University	More Details	Lucknow	Uttar Pradesh	52.73	15
IR-3-O-OEM-U-0490	Vellore Institute of Technology	More Details	Vellore	Tamil Nadu	52.68	16
IR-3-O-OEP-U-0391	Birla Institute of Technology & Science	More Details	Pilani	Rajasthan	52.15	17
IR-1-O-O-I-1357	University of Madras	More Details	Chennai	Tamil Nadu	51.52	18
IR-3-O-OEP-U-0308	Institute of Chemical Technology	More Details	Mumbai	Maharashtra	51.39	19
IR-6-O-OEMLDP-U-0078	Panjab University	More Details	Chandigarh	Chandigarh	50.94	20
IR-1-O-O-U-0446	Bharath Institute of Higher Education & Research	More Details	Chennai	Tamil Nadu	50.74	21
IR-6-O-OEMALP-U-0006	Andhra University	More Details	Visakhapatnam	Andhra Pradesh	50.39	22
IR-5-O-OEMDP-U-0107	Jamia Hamdard	More Details	New Delhi	Delhi	50.31	23
IR-2-O-OD-U-0363	Siksha `O` Anusandhan	More Details	Bhubaneswar	Odisha	49.59	24
IR-1-O-O-U-0485	Tamil Nadu Agricultural University	More Details	Coimbatore	Tamil Nadu	49.22	25
IR-1-O-O-U-0304	Homi Bhabha National Institute	More Details	Mumbai	Maharashtra	48.98	26
IR-1-O-C-U-0435	Alagappa University	More Details	Karaikudi	Tamil Nadu	48.25	27
IR-1-O-O-U-0027	Osmania University	More Details	Hyderabad	Telangana	48.02	28
IR-1-O-O-U-0056	Tezpur University	More Details	Tezpur	Assam	48.00	29

Institute ID	Name	City	State	Score	Rank
IR-1-O-O-U-0260	Kerala University More Details |	Thiruvananthapuram	Kerala	47.72	30
IR-1-O-O-U-0589	Visva Bharati More Details |	Kolkata	West Bengal	47.62	31
IR-1-O-O-U-0331	Tata Institute of Social Sciences More Details |	Mumbai	Maharashtra	47.46	32
IR-2-O-EM-I-1480	Thapar Institute of Engineering and Technology More Details |	Patiala	Punjab	47.11	33
IR-1-O-O-U-0554	G. B. Pant Universtiy of Agriculture and Technology More Details |	Pantnagar	Uttarakhand	46.56	34
IR-1-O-O-U-0262	Mahatma Gandhi University More Details |	Kottayam	Kerala	46.56	34
IR-4-O-OEML-U-0476	Shanmugha Arts Science Technology & Research Academy More Details |	Thanjavur	Tamil Nadu	46.33	36
IR-2-O-OP-U-0222	JSS Academy of Higher Education and Research More Details |	Mysore	Karnataka	45.76	37
IR-1-O-O-U-0381	Punjab Agricultural University More Details |	Ludhiana	Punjab	45.56	38
IR-1-O-O-U-0052	Gauhati University More Details |	Guwahati	Assam	45.44	39
IR-3-O-ODP-I-1486	Sri Ramachandra Medical College and Research Institute More Details |	Chennai	Tamil Nadu	45.29	40
IR-5-O-OEMDP-U-0473	SRM Institute of Science and Technology More Details |	Chennai	Tamil Nadu	45.17	41
IR-5-O-OEMLD-U-0356	Kalinga Institute of Industrial Technology More Details |	Bhubaneswar	Odisha	44.81	42
IR-5-O-OEMAP-U-0202	Birla Institute of Technology More Details |	Ranchi	Jharkhand	44.71	43
IR-1-O-O-U-0329	Symbiosis International More Details |	Pune	Maharashtra	44.62	44
IR-4-O-OEMA-U-0474	Sathyabama Institute of Science and Technology More Details |	Chennai	Tamil Nadu	44.34	45
IR-2-O-OD-I-1441	Saveetha Institute of Medical and Technical Sciences More Details |	Chennai	Tamil Nadu	44.00	46
IR-1-O-O-U-0196	University of Kashmir More Details |	Srinagar	Jammu and Kashmir	43.96	47
IR-1-O-O-U-0642	Shiv Nadar University More Details |	Chithera	Uttar Pradesh	43.68	48
IR-2-O-OE-U-0037	Sri Venkateswara University More Details |	Tirupati	Andhra Pradesh	43.44	49
IR-1-O-O-U-0159	Chaudhary Charan Singh Haryana Agricultural University More Details |	Hisar	Haryana	43.21	50
IR-3-O-OML-U-0195	University of Jammu More Details |	Jammu Tawi	Jammu and Kashmir	43.19	51
IR-2-O-OD-I-1110	Dr. D. Y. Patil Vidyapeeth More Details |	Pune	Maharashtra	43.15	52
IR-6-O-OEMALP-U-0497	Amity University More Details |	Gautam Budh Nagar	Uttar Pradesh	42.99	53
IR-1-O-O-U-0463	Madurai Kamraj University More Details |	Madurai	Tamil Nadu	42.98	54
IR-6-O-OEMAPC-N-10	SVKM`s Narsee Monjee Institute of Management Studies More Details |	Mumbai	Maharashtra	42.80	55
IR-2-O-EM-U-0020	Koneru Lakshmaiah Education Foundation University More Details |	Vaddeswaram	Andhra Pradesh	42.78	56
IR-1-O-O-U-0225	KLE Academy of Higher Education and Research More Details |	Belagavi	Karnataka	42.76	57
IR-1-O-O-U-0246	University of Agricultural Sciences More Details |	Dharwad	Karnataka	42.55	58
IR-3-O-OEM-U-0369	Pondicherry University More Details |	Puducherry	Pondicherry	42.36	59
IR-1-O-O-U-0376	Guru Nanak Dev University More Details |	Amritsar	Punjab	42.36	59
IR-1-O-O-U-0341	North Eastern Hill University More Details |	Shillong	Meghalaya	42.34	61
IR-1-O-D-U-0036	Sri Venkateswara Institute of Medical Sciences More Details |	Tirupati	Andhra Pradesh	42.33	62
IR-2-O-OE-U-0507	Dayalbagh Educational Institute More Details |	Agra	Uttar Pradesh	41.95	63
IR-4-O-OEMP-U-0389	Banasthali Vidyapith More Details |	Banasthali	Rajasthan	41.88	64

National Institutional Ranking Framework
Ministry of Human Resource Development
Government of India

University

Rank-band: 101-150 | Rank-band: 15

Show 100 entries Search:

Institute ID	Name	City	State	Score	Ra
IR-O-U-0220	Indian Institute of Science More Details	Bengaluru	Karnataka	82.28	1
IR-O-U-0109	Jawaharlal Nehru University More Details	New Delhi	Delhi	68.68	2
IR-O-U-0500	Banaras Hindu University More Details	Varanasi	Uttar Pradesh	64.55	3
IR-O-U-0042	University of Hyderabad More Details	Hyderabad	Telangana	61.85	4
IR-O-U-0570	Calcutta University More Details	Kolkata	West Bengal	60.87	5
IR-O-U-0575	Jadavpur University More Details	Kolkata	West Bengal	60.53	6
IR-O-U-0439	Anna University More Details	Chennai	Tamil Nadu	60.35	7
IR-O-U-0436	Amrita Vishwa Vidyapeetham More Details	Coimbatore	Tamil Nadu	59.22	8
IR-O-U-0234	Manipal Academy of Higher Education More Details	Manipal	Karnataka	58.50	9
IR-O-U-0323	Savitribai Phule Pune University More Details	Pune	Maharashtra	58.40	10
IR-O-U-0496	Aligarh Muslim University More Details	Aligarh	Uttar Pradesh	58.36	11
IR-O-U-0108	Jamia Millia Islamia More Details	New Delhi	Delhi	58.07	12
IR-O-U-0120	University of Delhi More Details	Delhi	Delhi	57.59	13
IR-O-U-0447	Bharathiar University More Details	Coimbatore	Tamil Nadu	57.23	14
IR-O-U-0308	Institute of Chemical Technology More Details	Mumbai	Maharashtra	52.62	15
IR-O-U-0006	Andhra University More Details	Visakhapatnam	Andhra Pradesh	52.11	16
IR-O-U-0304	Homi Bhabha National Institute More Details	Mumbai	Maharashtra	51.95	17
IR-O-U-0107	Jamia Hamdard More Details	New Delhi	Delhi	51.73	18
IR-O-U-0490	Vellore Institute of Technology More Details	Vellore	Tamil Nadu	51.44	19

Institute ID	Name	City	State	Score	Ra
IR-O-I-1357	University of Madras More Details | |	Chennai	Tamil Nadu	51.34	20
IR-O-U-0078	Panjab University More Details | |	Chandigarh	Chandigarh	51.25	21
IR-O-U-0260	Kerala University More Details | |	Thiruvananthapuram	Kerala	51.21	22
IR-O-U-0391	Birla Institute of Technology & Science More Details | |	Pilani	Rajasthan	50.53	23
IR-O-U-0363	Siksha `O` Anusandhan More Details | |	Bhubaneswar	Odisha	50.31	24
IR-O-U-0523	King George`s Medical University More Details | |	Lucknow	Uttar Pradesh	49.91	25
IR-O-U-0027	Osmania University More Details | |	Hyderabad	Telangana	49.86	26
IR-O-I-1480	Thapar Institute of Engineering and Technology (Deemed-to-be-university) More Details | |	Patiala	Punjab	49.27	27
IR-O-U-0435	Alagappa University More Details | |	Karaikudi	Tamil Nadu	48.54	28
IR-O-U-0056	Tezpur University More Details | |	Tezpur	Assam	48.47	29
IR-O-U-0262	Mahatma Gandhi University More Details | |	Kottayam	Kerala	48.08	30
IR-O-U-0356	Kalinga Institute of Industrial Technology More Details | |	Bhubaneswar	Odisha	47.97	31
IR-O-U-0473	SRM Institute of Science and Technology More Details | |	Chennai	Tamil Nadu	47.80	32
IR-O-I-1486	Sri Ramachandra Institute of Higher Education and Research More Details | |	Chennai	Tamil Nadu	47.34	33
IR-O-U-0222	JSS Academy of Higher Education and Research More Details | |	Mysore	Karnataka	46.97	34
IR-O-U-0331	Tata Institute of Social Sciences More Details | |	Mumbai	Maharashtra	46.82	35
IR-O-U-0446	Bharath Institute of Higher Education & Research More Details | |	Chennai	Tamil Nadu	46.32	36
IR-O-U-0589	Visva Bharati More Details | |	Santiniketan	West Bengal	46.27	37
IR-O-U-0554	G. B. Pant Universtiy of Agriculture and Technology More Details | |	Pantnagar	Uttarakhand	46.09	38
IR-O-U-0341	North Eastern Hill University More Details | |	Shillong	Meghalaya	45.99	39
IR-O-U-0476	Shanmugha Arts Science Technology & Research Academy More Details | |	Thanjavur	Tamil Nadu	45.80	40
IR-O-U-0474	Sathyabama Institute of Science and Technology More Details | |	Chennai	Tamil Nadu	45.58	41
IR-O-U-0052	Gauhati University More Details | |	Guwahati	Assam	45.57	42
IR-O-I-1441	Saveetha Institute of Medical and Technical Sciences More Details | |	Chennai	Tamil Nadu	45.42	43
IR-O-U-0485	Tamil Nadu Agricultural University More Details | |	Coimbatore	Tamil Nadu	45.41	44
IR-O-U-0463	Madurai Kamraj University More Details | |	Madurai	Tamil Nadu	45.20	45

Institute ID	Name	City	State	Score	Ra
IR-O-I-1110	Dr. D. Y. Patil Vidyapeeth More Details | |	Pune	Maharashtra	45.11	46
IR-O-U-0098	Delhi Technological University More Details | |	New Delhi	Delhi	44.89	47
IR-O-U-0369	Pondicherry University More Details | |	Puducherry	Pondicherry	44.88	48
IR-O-U-0037	Sri Venkateswara University More Details | |	Tirupati	Andhra Pradesh	44.88	48
IR-O-U-0020	Koneru Lakshmaiah Education Foundation University (K L College of Engineering) More Details | |	Vaddeswaram	Andhra Pradesh	44.70	50
IR-O-U-0381	Punjab Agricultural University More Details | |	Ludhiana	Punjab	44.66	51
IR-O-U-0642	Shiv Nadar University More Details | |	Dadri	Uttar Pradesh	44.45	52
IR-O-U-0196	University of Kashmir More Details | |	Srinagar	Jammu and Kashmir	44.19	53
IR-O-U-0235	Mysore University More Details | |	Mysore	Karnataka	44.06	54
IR-O-U-0376	Guru Nanak Dev University More Details | |	Amritsar	Punjab	43.69	55
IR-O-U-0329	Symbiosis International More Details | |	Pune	Maharashtra	43.65	56
IR-O-N-10	SVKM`s Narsee Monjee Institute of Management Studies More Details | |	Mumbai	Maharashtra	43.63	57
IR-O-U-0497	Amity University More Details | |	Gautam Budh Nagar	Uttar Pradesh	43.53	58
IR-O-U-0202	Birla Institute of Technology More Details | |	Ranchi	Jharkhand	43.49	59
IR-O-U-0448	Bharathidasan University More Details | |	Tiruchirappalli	Tamil Nadu	43.41	60
IR-O-U-0389	Banasthali Vidyapith More Details | |	Banasthali	Rajasthan	43.22	61
IR-O-I-1361	Bharati Vidyapeeth More Details | |	Pune	Maharashtra	42.89	62
IR-O-U-0159	Chaudhary Charan Singh Haryana Agricultural University More Details | |	Hisar	Haryana	42.36	63
IR-O-U-0251	Calicut University More Details | |	Malappuram	Kerala	42.22	64
IR-O-U-0253	Cochin University of Science and Technology More Details | |	Cochin	Kerala	41.42	65
IR-O-U-0099	Guru Gobind Singh Indraprastha University More Details | |	New Delhi	Delhi	41.21	66
IR-O-U-0123	Anand Agricultural University More Details | |	Anand	Gujarat	41.20	67
IR-O-U-0470	Periyar University More Details | |	Salem	Tamil Nadu	40.99	68
IR-O-U-0225	KLE Academy of Higher Education and Research More Details | |	Belagavi	Karnataka	40.92	69
IR-O-U-0239	NITTE More Details | |	Mangaluru	Karnataka	40.88	70
IR-O-U-0487	Tamil Nadu Veterinary & Animal Sciences University More Details | |	Chennai	Tamil Nadu	40.88	70

Institute ID	Name		City	State	Score	Ra
IR-O-U-0370	Sri Balaji Vidyapeeth Mahatma Gandhi Medical College Campus	More Details |	Puducherry	Pondicherry	40.87	72
IR-O-U-0232	Kuvempu University	More Details |	Shimoga	Karnataka	40.60	73
IR-O-U-0195	University of Jammu	More Details |	Jammu Tawi	Jammu and Kashmir	40.43	74
IR-O-U-0453	The Gandhigram Rural Institute	More Details |	Gandhigram	Tamil Nadu	40.42	75
IR-O-U-0345	Mizoram University	More Details |	Aizawl	Mizoram	40.27	76
IR-O-U-0507	Dayalbagh Educational Institute	More Details |	Agra	Uttar Pradesh	40.24	77
IR-O-U-0036	Sri Venkateswara Institute of Medical Sciences	More Details |	Tirupati	Andhra Pradesh	40.24	77
IR-O-U-0784	Professor Jayashankar Telangana State Agricultural University	More Details |	Hyderabad	Telangana	40.17	79
IR-O-U-0181	Dr. Y. S. Parmar University of Horticulture and Forestry	More Details |	Solan	Himachal Pradesh	40.07	80
IR-O-U-0318	Mumbai University	More Details |	Mumbai	Maharashtra	40.03	81
IR-O-U-0014	International Institute of Information Technology Hyderabad	More Details |	Hyderabad	Telangana	39.97	82
IR-O-U-0246	University of Agricultural Sciences	More Details |	Dharwad	Karnataka	39.59	83
IR-O-U-0011	Gandhi Institute of Technology and Management	More Details |	Visakhapatnam	Andhra Pradesh	39.42	84
IR-O-U-0298	Dr. Babasaheb Ambedkar Marathwada University	More Details |	Aurangabad	Maharashtra	39.33	85
IR-O-U-0051	Dibrugarh University	More Details |	Dibrugarh	Assam	39.30	86
IR-O-U-0233	Mangalore University	More Details |	Mangalagangotri	Karnataka	39.26	87
IR-O-U-0321	Padmashree Dr. D. Y. Patil Vidyapeeth	More Details |	Mumbai	Maharashtra	39.18	88
IR-O-U-0569	The University of Burdwan	More Details |	Barddhaman	West Bengal	38.98	89
IR-O-I-1280	Maharshi Dayanand University	More Details |	Rohtak	Haryana	38.94	90
IR-O-U-0576	Kalyani University	More Details |	Kalyani	West Bengal	38.85	91
IR-O-U-0460	Karunya Institute of Technology and Sciences	More Details |	Coimbatore	Tamil Nadu	38.79	92
IR-O-U-0464	Manonmaniam Sundaranar University	More Details |	Tirunelveli	Tamil Nadu	38.76	93
IR-O-U-0121	Goa University	More Details |	Goa	Goa	38.76	93
IR-O-U-0250	Yenepoya	More Details |	Mangalore	Karnataka	38.68	5
IR-O-U-0372	Central University of Punjab	More Details |	Bathinda	Punjab	38.68	95

Institute ID	Name	City	State	Score	Ra
IR-O-U-0050	Assam University More Details | |	Silchar	Assam	38.67	97
IR-O-U-0164	Kurukshetra University More Details | |	Kurukshetra	Haryana	38.60	98
IR-O-U-0047	Rajiv Gandhi University More Details | |	Itanagar	Arunachal Pradesh	38.48	99
IR-O-U-0465	Meenakshi Academy of Higher Education and Research More Details | |	Chennai	Tamil Nadu	38.45	100

Showing 1 to 100 of 100 entries

Previous 1 N

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National Institutional Ranking Framework
Ministry of Human Resource Development
Government of India

India Rankings 2020: University

Show 100 entries Search:

Institute ID	Name	City	State	Score	Ra
IR-O-U-0220	Indian Institute of Science More Details	Bengaluru	Karnataka	84.18	1
IR-O-U-0109	Jawaharlal Nehru University More Details	New Delhi	Delhi	70.16	2
IR-O-U-0500	Banaras Hindu University More Details	Varanasi	Uttar Pradesh	63.15	3
IR-O-U-0436	Amrita Vishwa Vidyapeetham More Details	Coimbatore	Tamil Nadu	62.27	4
IR-O-U-0575	Jadavpur University More Details	Kolkata	West Bengal	61.99	5
IR-O-U-0042	University of Hyderabad More Details	Hyderabad	Telangana	61.70	6
IR-O-U-0570	Calcutta University More Details	Kolkata	West Bengal	61.53	7
IR-O-U-0234	Manipal Academy of Higher Education More Details	Manipal	Karnataka	61.51	8
IR-O-U-0323	Savitribai Phule Pune University More Details	Pune	Maharashtra	61.13	9
IR-O-U-0108	Jamia Millia Islamia More Details	New Delhi	Delhi	61.07	10
IR-O-U-0120	University of Delhi More Details	Delhi	Delhi	60.10	11
IR-O-U-0439	Anna University More Details	Chennai	Tamil Nadu	58.71	12
IR-O-U-0447	Bharathiar University More Details	Coimbatore	Tamil Nadu	58.30	13
IR-O-U-0304	Homi Bhabha National Institute More Details	Mumbai	Maharashtra	56.04	14
IR-O-U-0391	Birla Institute of Technology & Science More Details	Pilani	Rajasthan	55.79	15
IR-O-U-0490	Vellore Institute of Technology More Details	Vellore	Tamil Nadu	55.22	16
IR-O-U-0496	Aligarh Muslim University More Details	Aligarh	Uttar Pradesh	54.30	17
IR-O-U-0308	Institute of Chemical Technology More Details	Mumbai	Maharashtra	54.10	18
IR-O-U-0006	Andhra University More Details	Visakhapatnam	Andhra Pradesh	53.82	19
IR-O-U-0363	Siksha `O` Anusandhan More Details	Bhubaneswar	Odisha	53.10	20
IR-O-U-0107	Jamia Hamdard More Details	New Delhi	Delhi	52.60	21
IR-O-I-1357	University of Madras More Details	Chennai	Tamil Nadu	52.55	22
IR-O-U-0260	Kerala University More Details	Thiruvananthapuram	Kerala	52.35	23
IR-O-U-0356	Kalinga Institute of Industrial Technology More Details	Bhubaneswar	Odisha	52.33	24
IR-O-U-0476	Shanmugha Arts Science Technology & Research Academy More Details	Thanjavur	Tamil Nadu	52.22	25
IR-O-U-0078	Panjab University More Details	Chandigarh	Chandigarh	51.85	26
IR-O-U-0235	Mysore University More Details	Mysuru	Karnataka	51.84	27

Institute ID	Name	City	State	Score	Ra
IR-O-I-1486	Sri Ramachandra Institute of Higher Education And Research More Details | |	Chennai	Tamil Nadu	51.32	28
IR-O-U-0027	Osmania University More Details | |	Hyderabad	Telangana	51.15	29
IR-O-U-0262	Mahatma Gandhi University More Details | |	Kottayam	Kerala	50.93	30
IR-O-I-1480	Thapar Institute of Engineering & Technology More Details | |	Patiala	Punjab	50.65	31
IR-O-U-0523	King George`s Medical University More Details | |	Lucknow	Uttar Pradesh	50.45	32
IR-O-U-0222	JSS Academy of Higher Education and Research More Details | |	Mysuru	Karnataka	50.20	33
IR-O-U-0331	Tata Institute of Social Sciences More Details | |	Mumbai	Maharashtra	50.10	34
IR-O-U-0473	S. R. M. Institute of Science and Technology More Details | |	Chennai	Tamil Nadu	50.07	35
IR-O-U-0435	Alagappa University More Details | |	Karaikudi	Tamil Nadu	49.22	36
IR-O-U-0497	Amity University Noida More Details | |	Gautam Budh Nagar	Uttar Pradesh	49.02	37
IR-O-U-0037	Sri Venkateswara University More Details | |	Tirupati	Andhra Pradesh	48.84	38
IR-O-U-0474	Sathyabama Institute of Science and Technology More Details | |	Chennai	Tamil Nadu	48.77	39
IR-O-U-0056	Tezpur University More Details | |	Tezpur	Assam	48.77	39
IR-O-U-0020	Koneru Lakshmaiah Education Foundation University More Details | |	Vaddeswaram	Andhra Pradesh	48.73	41
IR-O-I-1441	Saveetha Institute of Medical and Technical Sciences More Details | |	Chennai	Tamil Nadu	48.56	42
IR-O-U-0329	Symbiosis International More Details | |	Pune	Maharashtra	48.35	43
IR-O-U-0136	Gujarat University More Details | |	Ahmedabad	Gujarat	48.21	44
IR-O-U-0098	Delhi Technological University More Details | |	New Delhi	Delhi	48.06	45
IR-O-I-1110	Dr. D. Y. Patil Vidyapeeth More Details | |	Pune	Maharashtra	47.92	46
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IR-O-U-0341	North Eastern Hill University More Details | |	Shillong	Meghalaya	46.88	49
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IR-O-U-0295	Datta Meghe Institute of Medical Sciences More Details | |	Wardha	Maharashtra	45.24	61
IR-O-U-0253	Cochin University of Science and Technology More Details | |	Cochin	Kerala	45.02	62
IR-O-I-1361	Bharati Vidyapeeth More Details | |	Pune	Maharashtra	44.84	63
IR-O-U-0383	Punjabi University More Details | |	Patiala	Punjab	44.07	64

Institute ID	Name	City	State	Score	Ra
IR-O-U-0318	Mumbai University More Details | |	Mumbai	Maharashtra	44.00	65
IR-O-U-0202	Birla Institute of Technology More Details | |	Ranchi	Jharkhand	43.50	66
IR-O-U-0345	Mizoram University More Details | |	Aizawl	Mizoram	43.49	67
IR-O-U-0215	Bangalore University More Details | |	Bangalore	Karnataka	43.33	68
IR-O-U-0298	Dr. Babasaheb Ambedkar Marathwada University More Details | |	Aurangabad	Maharashtra	43.12	69
IR-O-U-0225	KLE Academy of Higher Education and Research More Details | |	Belagavi	Karnataka	43.10	70
IR-O-U-0011	Gandhi Institute of Technology and Management More Details | |	Visakhapatnam	Andhra Pradesh	42.79	71
IR-O-U-0458	Kalasalingam Academy of Research and Higher Education More Details | |	Srivilliputtur	Tamil Nadu	42.57	72
IR-O-U-0232	Kuvempu University More Details | |	Shimoga	Karnataka	42.45	73
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IR-O-C-23033	Krishna Institute of Medical Sciences More Details | |	Karad	Maharashtra	40.87	90
IR-O-U-0453	The Gandhigram Rural Institute More Details | |	Gandhigram	Tamil Nadu	40.65	91
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IR-O-U-0366	Utkal University More Details | |	Bhubaneswar	Odisha	40.05	96
IR-O-U-0555	Graphic Era University More Details | |	Dehradun	Uttarakhand	40.04	97
IR-O-U-0451	Chettinad Academy of Research and Education More Details | |	Kanchipuram District	Tamil Nadu	39.97	98
IR-O-U-0164	Kurukshetra University More Details | |	Kurukshetra	Haryana	39.79	99
IR-O-U-0043	Vignan's Foundation for Science, Technology & Research More Details | |	Guntur	Andhra Pradesh	39.71	100

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Previous 1 N

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UNIVERSITY OF KERALA

THE KERALA UNIVERSITY ACT, 1974

(Act 17 of 1974)

(As amended up to 1-1-2006)

THE KERALA UNIVERSITY ACT, 1974

(Act 17 of 1974)

(Published by authority as extraordinary Gazette Vol. XIX No. 568 dated 27th July, 1974)

(Embodying Amendments upto 6-1-2005)

GOVERNMENT OF KERALA

Law Department

NOTIFICATION

No. 3878-FI/72/Law Dated, Trivandrum, 27th July, 1974/
Sravana 5, 1896.

The following Act of the Kerala State Legislature is hereby published for general information. The bill as passed by the Legislative Assembly received the assent of the Governor on the 26th day of July, 1974.

By order of the Governor
V. NARAYANAN TAMPI,
Additional Law Secretary.

THE KERALA UNIVERSITY ACT, 1974

(Act 17 of 1974)

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(21) "Senate" means the Senate of the University;

(22) "State" means the State of Kerala;

(23) "Statutes", "Ordinances", "Regulations", "bye-laws" and "rules", means respectively the "Statutes", "Ordinances", "Regulations", "bye-laws" and "rules" of the University;

(24) "student" means a part-time or full-time student receiving instruction or carrying on research in any of the colleges or recognized institutions;

(25) "Students' Council" means the Students' Council of the University;

(26) "Syndicate" means the Syndicate of the University;

(27) "teacher" means a principal, professor, associate professor, assistant professor, reader, lecturer, instructor or such other person imparting instruction or supervising research in any for the colleges or recognized institutions and whose appointment has been approved by the University;

(28) "teacher of the University" means a person employed as teacher in any institution maintained by the University;

[(28A) "un-aided college" means a private college which is not entitled to any financial assistance from the Government or the University;][3]

(29) "University" means the University of Kerala constituted under this Act;

(30) "University area" means the area to which the jurisdiction of the University extends under sub-section (1) of section 4;

(31) "University Fund" means the Kerala University Fund established under sub-section (1) of section 45;

(32) "Vice-Chancellor" means the Vice-Chancellor of the University.

CHAPTER II

The University

3. *The University* :- (1) The Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor, if any, and the members of the Senate,

---

3 Inserted by Act 9 of 1995, w.e.f. 12-6-1995

the Syndicate and the Academic Council, for the time being, shall constitute a body corporate by the name of the University of Kerala.

(2) The University shall have perpetual succession and a common seal, and shall and be used by the said name.

(4) *Territorial limits*:- (1) The jurisdiction of the University shall extend to the Revenue Districts of Trivandrum, Quilon, Alleppey, Kottayam, Idukki and Ernakulam of the State.

(2) No educational institution situated beyond the territorial limits of the University shall, save with the sanction of the Chancellor and the Government, be affiliated to the University and no educational institution within the territorial limits of the University shall, save with the sanction of the Chancellor and the Government, seek or continue affiliation to any other University established by law.

5. *Powers of the University*:- The University shall have the following powers, namely :-

(i) to provide for instruction and training in such branches of learning as the University may deem fit, and to make provision for research and for the advancement and dissemination of knowledge;

[4][ia) to confer academic autonomy to an affiliated college/department of an affiliated college or university department].

(ii) to institute degrees, titles, diplomas and other academic distinctions;

(iii) to hold examination and to confer degrees and other academic distinctions on persons who-

(a) shall have pursued a prescribed course of study in a college under the University, unless exempted therefrom in the manner prescribed, and shall have passed the prescribed examination; or

(b) shall have carried on research under prescribed conditions and which has been duly evaluated;

(iv) to confer honorary degrees or other distinctions on distinguished persons in accordance with the conditions to be prescribed in the Statutes;

---

4 Inserted by Act 2 of 2005, w.e.f. 6-1-2005

NOTE I

Sections 4 (1) and 99 (1) of the Mahatma Gandhi University Act, 1985 (Act 12 of 1985) read as under:-

4. *Territorial limits*.- (1) The jurisdiction of the University shall extend to the Kottayam, Eranakulam and Idukki revenue districts, the Kuttanad Taluk of the Alleppey revenue district and the Kozhencherry, Mallappally, Thiruvalla and Ranni taluks of the Pathanamthitta revenue district of the State.

99. *Act 17 of 1974 not to apply.*- (1) Subject to the provisions of this section, the Kerala University Act, 1974 (17 of 1974) shall, with effect from the date of commencement of this Act cease to apply in respect of the areas to which the jurisdiction of the Mahatma Gandhi University extends.

NOTE II

The following provisions of the Kerala University Act, 1974 were struck down by the Kerala High Court as *ultravirus* of the Constitution.

Section 54 (7), proviso to Section 59 (1), and section 62.

(Benedict Mar Gregorios Vs. State of Kerala) 1976 KLT 458

Section 60 (5) & (7)

(Manager, St. Joseph's Training College Vs. University Appellate Tribunal) 1980 KLT 67.

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OFFICE OF THE REGISTRAR
UNIVERSITY OF KERALA
THIRUVANANTHAPURAM - 34
1308
28 DEC 2019

UNIVERSITY OF KERALA

(Abstract)

School of Distance Education – Programme Project Reports and Self Learning Materials w.e.f 2020-21- approved - Orders issued.

ACADEMIC A. II. SECTION

No. Ac. A II /2/25/2017 Thiruvananthapuram, Dated : 28.12.2019.

Read :- 1. U.O of even number dated 26.10.2017.
2. Note dated 23.12.2019 from the Director, School of Distance Education, University of Kerala.

ORDER

The Programme Project Reports and Self Learning Materials of 26 programmes offered through School of Distance Education were approved during 2018-19 as per paper read (1) above.

The Director, School of Distance Education, vide paper read as (2) submitted the Programme Project Reports and Self Learning Materials of 26 programmes for approval w.e.f 2020-21.

1.	Bachelor of Arts (Economics)	14.	Master of Arts (Economics)
2.	Bachelor of Arts (English)	15.	Master of Arts (English)
3.	Bachelor of Arts (Hindi)	16.	Master of Arts (Hindi)
4.	Bachelor of Arts (History)	17.	Master of Arts (History)
5.	Bachelor of Arts (Malayalam)	18.	Master of Arts (Malayalam)
6.	Bachelor of Arts (Political Science)	19.	Master of Arts (Political Science)
7.	Bachelor of Arts (Sociology)	20.	Master of Arts (Sociology)
8.	Bachelor of Science (Computer Science)	21.	Master of Science (Computer Science)
9.	Bachelor of Science (Mathematics)	22.	Master of Science (Mathematics)
10.	Bachelor of Computer Applications (B.C.A)	23.	Master of Arts (Public Administration)
11.	Bachelor of Commerce (B.Com.)	24.	Master of Commerce (Finance) (M.Com.)
12.	Bachelor of Library and Information Science (B.LISc.)	25.	Master of Library and Information Science (M.LISc.)
13.	Bachelor of Business Administration (B.B.A)	26.	Master of Business Administration (M.B.A)

Sanction has been accorded by the Vice Chancellor to the Programme Project Report (PPR) and Self Learning Material (SLM) of 26 programmes offered through School of Distance Education with effect from the academic year 2020-21.

Orders are issued accordingly.

Sd/-
DR. P. RAGHAVAN
JOINT REGISTRAR (Academic)
For REGISTRAR

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www.ugc.ac.in/deb

UNIVERSITY GRANTS COMMISSION
DISTANCE EDUCATION BUREAU
35-FEROZE SHAH ROAD
NEW DELHI-110 001

Speed Post

F.No.: 116-1/2017 (DEB-IV) **Date: October, 2018**

The Registrar,
Kerala University
Senate House Campus,
Palayam Thiruvananthapuram
Kerala

18 OCT 2018

Sub: Commission decision on the HEI's representation submitted for review of programmes found deficient, for recognition for 2018-19 onwards to be offered in Open and Distance Learning (ODL) mode - regarding.

Sir/Madam,

This is in continuation to the UGC letter No. **116-1/2017 (DEB-IV)** dated 14.08.2018, wherein the details of programmes recognised for 2018-19 onwards and programmes found deficient along with deficiencies and other relevant information/conditions were communicated to **Kerala University.**

2. As per the provision at clause 4 (i) of sub-regulation (3) of Part- II of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and the decision of the Commission in its 534th meeting held on 2nd August, 2018, for the programmes found deficient as per the UGC letter cited in above para, the Higher Educational Institution had been provided an opportunity to submit representation along with documentary evidence, if any, within 30 days from the date of the said UGC letter.

3. The representation along with documentary evidence submitted by the **Kerala University** on 15th September, 2018 for review and the justifications given by the HEI representatives during the hearing, were considered by the duly constituted Expert Review Committee in the meeting held on 18th September, 2018 at UGC, 35 Feroze Shah Road, New Delhi. The Expert Review Committee based on the provisions of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments; made recommendations for consideration of the Commission.

4. Based on the decision of the Commission in its 535th Meeting dated 27th September, 2018, I am directed to issue this Order, thereby communicating the Commission decision, on the representation received, for programme wise recognition status of the programmes to be offered in Open and Distance Learning mode from academic year 2018-19 onwards by the **Kerala University in addition to programmes already recognized vide letter mentioned in Para 1 above**, as detailed in point no. 5 below.

THIRUVANANTHAPURAM
29 OCT 2018
47543

5. Programme wise recognition status based on representation:

5(A) Programmes Recognised

S. No.	Name of the Programme	Period of Recognition *
1	MASTER OF BUSINESS ADMINISTRATION	2018-19 to 2019-20

*As HEI NAAC score is (below/above) 3.26, the recognition given is only up to the academic year 2018-19 to 2019-20, based on the UGC (ODL) Second Amendment Regulations, 2018. The list of recognised Learner Support Centres/Study Centres will be available at UGC website shortly.

5(B) Programmes Not Recognised: Nil

6. For the programmes recognised in 5(A) above, the Higher Educational Institution shall scrupulously abide in letter and spirit by all the terms and conditions, while offering the programmes in Open and Distance Learning mode, as per the provisions detailed in Part-III, Part-IV, Part-V, Part-VI and Annexure-I to Annexure-XI of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments. Some specific conditions as per UGC (ODL) Regulations, 2017 & its amendments are given in **Annexure-1**.

7. If the HEI fails to comply with the conditions of recognition or if it is found conducting affairs in a manner that leads to deterioration of academic standards, or if any information, documentary evidence submitted/produced by the HEI is found to be false or fake at a later date, UGC shall take action as per Regulation (4) Part - II of UGC (ODL) Regulations, 2017.

Yours faithfully,

(Jitendra)
Education Officer

Copy to:

1. The Secretary, Higher Education, Govt. of Kerala, 3rd Floor Secretariat, Annex Statue, Thiruvanauthapuram , Kerala with a request to ensure that HEI adheres to all the provisions of the UGC (ODL) Regulations 2017 and its amendments.

2. The Joint Secretary (Distance Learning), MHRD, Govt of India, Shastri Bhawan, New Delhi – 110 001.

The Member Secretary, AICTE, Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 **with a copy of the affidavit submitted by the HEI as per AICTE Letter No. AICTE/P&AP/ODL/2108 dated 28/08/2018.**

4. The Vice-Chancellor, **Kerala University, Senate House Campus, Palayam Thiruvananthapuram , Kerala**

5. The Joint Secretary, State University Bureau, UGC for information.

6. Guard file.

(Jitendra)
Education Officer

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UNIVERSITY GRANTS COMMISSION
DISTANCE EDUCATION BUREAU
35-FEROZE SHAH ROAD
NEW DELHI-110 001

Speed Post

F.No.: 116-1/2017(DEB-IV) **Date: August, 2018**

The Registrar,
Kerala University,
Senate House Campus,
Palayam Thiruvananthapuram
Kerala

29 AUG 2018 29/8/18 4 AUG 2018
39738

Subject: Commission Order on the application, submitted Online by the Higher Educational Institution, for recognition of the programmes to be offered in *Open and Distance Learning (ODL) mode from academic year 2018-19 onwards - regarding.*

Sir/Madam,

In exercise of the powers conferred by sub-section (1) of Section 26 read with clause (j) of Section 12 of the University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission (Open and Distance Learning) Regulations, 2017, had been notified in the Gazette of India on 23.06.2017. The first and the second amendment in the principal regulations were notified in the Gazette of India on 11.10.2017 and 06.02.2018 respectively.

2. Part-II; sub-regulations (3) to (5); of the University Grants Commission (Open and Distance Learning) Regulations, 2017 describes the Recognition process of Higher Educational Institutions for offering Open and Distance Learning programmes. The sub-regulations (3) describes the process of recognition of Higher Educational Institutions offering programmes in Open and Distance Learning Mode, whereas sub-regulations (4) describes the process for withdrawal of recognition and sub-regulations (5) provides right to appeal to Higher Educational Institutions aggrieved with the decision of the Commission.

3. The Commission had invited online applications from the eligible Higher Educational Institutions for offering Open and Distance Learning programmes from the academic session 2018-19 vide public notice F.No. 74-1/2018 (DEB-IV) dated 28.03.2018, mentioning therein that the online portal for submitting applications shall-be open from 2nd April, 2018 to 1st May, 2018. It was also mentioned that the duly certified hard copies of the application submitted online mode along with annexures shall reach UGC (DEB) office at 35 Feroze Shah Road, New Delhi-110001 within 10 working days of submission of online application. In response to the

public notice dated 28.03.2018, **Kerala University** had submitted application online for programme wise recognition by the Commission.

4. Application received from **Kerala University** had been scrutinized by the expert committee and deficiency(s) or defect(s) in application were communicated and time period as prescribed in University Grants Commission (Open and Distance Learning) Regulations, 2017 was given to remove or rectify such deficiency(s) or defect(s) with relevant documentary evidence.

5. The **Kerala University** was invited for an Interface Meeting with the Expert Committee; constituted by the Chairman of the Commission; on **05th, July, 2018** in the UGC head office, Bahadurshah Zafar Marg, New Delhi. The Expert Committee based on the application submitted, clarification given for deficiency(s) or defect(s)communicated earlier, the presentation made by the Higher Educational Institution in the Interface Meeting and in terms of provisions of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments; made recommendations for consideration of the Commission.

6. The Commission in its 534th meeting held on 2nd August, 2018 considered the recommendations of the Interface Expert Committee. Based on the decision of the Commission, I am directed to issue this Order, there by communicating the programme wise recognition status of the programmes to be offered in Open and Distance Learning mode from academic year 2018-19 onwards by the **Kerala University** as detailed in point no. 7 below.

7. **Programme wise recognition status**

7(A) **Programmes Recognized**

Sr. No.	Name of the Programme	Period of Recognition *
1.	BACHELOR OF ARTS (ECONOMICS)	2018-19 to 2019-20
2.	BACHELOR OF ARTS (ENGLISH)	
3.	BACHELOR OF ARTS (HINDI)	
4.	BACHELOR OF ARTS (HISTORY)	
5.	BACHELOR OF ARTS (MALAYALAM)	
6.	BACHELOR OF ARTS (POLITICAL SCIENCE)	
7.	BACHELOR OF ARTS (SOCIOLOGY)	
8.	BACHELOR OF BUSINESS ADMINISTRATION	
9.	BACHELOR OF COMMERCE	
10.	BACHELOR OF COMPUTER APPLICATIONS	
11.	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	
12.	BACHELOR OF SCIENCE (COMPUTER SCIENCE)	
13.	BACHELOR OF SCIENCE (MATHEMATICS)	
14.	MASTER OF ARTS (POLITICAL SCIENCE)	
15.	MASTER OF ARTS (PUBLIC ADMINISTRATION)	
16.	MASTER OF ARTS (ECONOMICS)	
17.	MASTER OF ARTS (ENGLISH)	
18.	MASTER OF ARTS (HINDI)	

19.	MASTER OF ARTS (HISTORY)	2018-19 to 2019-20
20.	MASTER OF ARTS (MALAYALAM)	
21.	MASTER OF ARTS (SOCIOLOY)	
22.	MASTER OF COMMERCE (FINANCE)	
23.	MASTER OF LIBRARY AND INFORMATION SCIENCE	
24.	MASTER OF SCIENCE (COMPUTER SCIENCE)	
25.	MASTER OF SCIENCE (MATHEMATICS)	

*As HEI NAAC score is below 3.26, the recognition given is only up to the academic year 2019-20, based on the UGC (Open and Distance Learning) Second Amendment Regulations, 2018.

The list of recognized Learner Support Centres/Study Centres is available at UGC website i.e. www.ugc.ac.in at the link https://www.ugc.ac.in/pdfnews/9969719_UGC-RECOGNITION-FOR-ODL-PROGRAMMES-2018-19-ONWARDS.pdf

7(B) **Programmes not Recognized**

Sr. No.	Name of the Programme	Deficiency
1.	MASTER OF BUSINESS ADMINISTRATION	Non submission of prior approval of respective Regulatory Authority for the academic session 2018-19 and onwards.

8. For the programmes recognized in 7(A) above, the Higher Educational Institution shall scrupulously abide in letter and spirit by all the terms and conditions, while offering the programmes in Open and Distance Learning mode, as per the provisions detailed in Part-III, Part-IV, Part-V, Part-VI and Annexure-I to Annexure-XI of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments. Some specific conditions given in UGC(ODL) Regulations 2017 & its amendments are given in **Annexure-1**.

9. For the programmes found deficient in 7(B) above, the Higher Educational Institution shall submit representation along with documentary evidence, if any, within 30 days from the date of this order as per the provision at clause 4(i) of sub-regulation (3) of Part- II of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments.

10. If the HEI fails to comply with the conditions of recognition or if it is found conducting affairs in a manner that leads to deterioration of academic standards, or if any information, documentary evidence submitted/produced by the HEI is found to be false or fake at a later date, UGC shall take action as per Regulation (4), Part - II of UGC (ODL) Regulations, 2017.

Yours faithfully,

(Jitendra)
Education Officer

Annexure- 1

Conditions

1) The total intake capacity (Number of learners) in Open and Distance Learning mode in Higher Educational Institution and/or Learner Support Centre/Study Centre shall be as mentioned in clause 6 of Annexure-X of the University Grants Commission (Open and Distance Learning) Regulations, 2017.

2) The Higher Educational Institution shall offer only those programmes through Open and Distance Learning mode, which are approved by the statutory bodies of the University and by UGC and by the Regulatory Authority, as applicable.

3) The Higher Educational Institution shall not offer any programme in engineering, Medicine, dental, pharmacy, nursing, architecture, physiotherapy and programmes not permitted to be offered in distance mode by any other regulatory body.

4) The Higher Educational Institution shall comply to all the terms and conditions mentioned in the Affidavit dated 25th April, 2018 duly notarized and signed by Dr. Jayachandran R., Registrar in-charge, submitted to the Commission vide letter dated 03rd May, 2018.

5) The Higher Educational Institution shall not offer any M.Phil/Ph.D Programme through distance learning mode in compliance to clause 11 of the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016.

6) The HEI shall establish Examination Centre within the territorial jurisdiction of the HEI subject to condition laid down in clause7(i) to (v) of section 13 in Part-IV.

7) In case, Higher Educational Institution fails to comply with the conditions of recognition, appropriate punitive action(s), as per provisions of the UGC (ODL) Regulations, 2017 and its amendments, shall be taken by the Commission.

(Jitendra)
Education Officer

OFFICE OF THE REGISTRAR
UNIVERSITY OF KERALA
THIRUVANANTHAPURAM - 34
1308
28 DEC 2019

UNIVERSITY OF KERALA

(Abstract)

School of Distance Education – Programme Project Reports and Self Learning Materials w.e.f 2020-21- approved - Orders issued.

ACADEMIC A. II. SECTION

No. Ac. A II /2/25/2017 Thiruvananthapuram, Dated : 28.12.2019.

Read :- 1. U.O of even number dated 26.10.2017.
2. Note dated 23.12.2019 from the Director, School of Distance Education, University of Kerala.

ORDER

The Programme Project Reports and Self Learning Materials of 26 programmes offered through School of Distance Education were approved during 2018-19 as per paper read (1) above.

The Director, School of Distance Education, vide paper read as (2) submitted the Programme Project Reports and Self Learning Materials of 26 programmes for approval w.e.f 2020-21.

1.	Bachelor of Arts (Economics)	14.	Master of Arts (Economics)
2.	Bachelor of Arts (English)	15.	Master of Arts (English)
3.	Bachelor of Arts (Hindi)	16.	Master of Arts (Hindi)
4.	Bachelor of Arts (History)	17.	Master of Arts (History)
5.	Bachelor of Arts (Malayalam)	18.	Master of Arts (Malayalam)
6.	Bachelor of Arts (Political Science)	19.	Master of Arts (Political Science)
7.	Bachelor of Arts (Sociology)	20.	Master of Arts (Sociology)
8.	Bachelor of Science (Computer Science)	21.	Master of Science (Computer Science)
9.	Bachelor of Science (Mathematics)	22.	Master of Science (Mathematics)
10.	Bachelor of Computer Applications (B.C.A)	23.	Master of Arts (Public Administration)
11.	Bachelor of Commerce (B.Com.)	24.	Master of Commerce (Finance) (M.Com.)
12.	Bachelor of Library and Information Science (B.LISc.)	25.	Master of Library and Information Science (M.LISc.)
13.	Bachelor of Business Administration (B.B.A)	26.	Master of Business Administration (M.B.A)

Sanction has been accorded by the Vice Chancellor to the Programme Project Report (PPR) and Self Learning Material (SLM) of 26 programmes offered through School of Distance Education with effect from the academic year 2020-21.

Orders are issued accordingly.

Sd/-
DR. P. RAGHAVAN
JOINT REGISTRAR (Academic)
For REGISTRAR

Copy To:-
1. The PS to VC / PVC
2. PA to Registrar/ CE / FO
3. The Director, SDE / IQAC / Computer centre
4. JR [Exams II] / DR [Exams I] / DR [CSS]
5. AR [BA Annual I] / [Annual II] / AR [B.Sc.] / AR VIII[B.Sc.] /AR [B.Com.]
6. Ac. I / Ac. II / Ac. A III / IV / V / Ac.D
7. The Govt. Auditor/ Audit sections
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SECTION OFFICER

UNIVERSITY OF KERALA
School of Distance Education

Bachelor of Arts (Malayalam)
PROGRAMME PROJECT REPORT

University of Kerala

The University of Kerala is a State university located in Thiruvananthapuram, the capital city Kerala. University of Kerala is the first University in the State, originally established as the University of Travancore in 1937 and is the 16th oldest University of the country. The present territorial jurisdiction of the University extends to the revenue districts of Thiruva nanthapuram, Kollam, Alapuzha and Pathanamthitta. The University of Kerala is offering courses in regular as well as distance mode. In regular mode the University offers wide range of programmes at the undergraduate, post graduate, MPhil, doctoral levels, post graduate diploma, diploma and certificate levels.In distance mode the University offers 13 UG and 13 PG programmes.The University of Kerala has undergone immense transformation on various fronts during the last 80 years. The University has been recognized by the UGC as per UGC Act, 1956 under Section 2 (f) and 12 (b) and has been reaccredited by NAAC with A grade in 2015. University also bagged the First Chancellor's Award for the Best University in Kerala in 2015. There are at present 223 affiliated colleges and 82 research centres under the University and have 42 teaching and research departments (under 11 schools), 10 teacher education centres, 7 UIMs and 17 UITs. There are at present 149 faculty members of which 30 are Professors, 35 Associate Professors and 84 Assistant Professors under its 42 teaching and research departments. In addition, there are 54 guest faculty members and 10 visiting faculty members working in the departments. Among the teaching faculty members 160 are PhD degree holders. 1492 administrative staff and 30 technical staff are also working in the University.

1. The School of Distance Education

The School of Distance Education (SDE), started in 1976 as a teaching and research department of the University of Kerala, is one of the pioneering centres of distance learning in the State. The aims and objectives of the school include:

- Democratizing higher education to large segments of the population, in particular the disadvantaged groups like those living in remote and rural areas, working people, and women.
- Providing an innovative system of university- level education which is both flexible and open in terms of methods, pace of learning, eligibility for enrollment and age of entry.
- Providing an opportunity for up-gradation of skills and qualifications.
- Developing education as a lifelong activity to enable persons to update their knowledge or acquire knowledge in new areas.

University of Kerala is one of the Universities in India having appointed permanent full time teaching faculty members for running the distance education programmes. The SDE has 19 permanent faculty members and 8 full time contract faculty members with diverse academic backgrounds and rich experience in the rank of Professors, Associate Professors and Assistant Professors. The school had recognition of the erstwhile Distance Education Council (DEC) for 45 programmes till 2014-15. In line with the efforts of the UGC to stream line the distance learning mode, the SDE also redefined its programmes and got the UGC recognition to offer 13 UG and 12 PG programmes from the academic year 2017-18 onwards. The SDE has no private off

campus/learner support centres.

Details of the Proposed BA Malayalam Programme

(a) **Programme's mission & objectives**

Mission & Objectives

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education to all, the programme BA Malayalam Language and Literature aims at imparting knowledge in Malayalam Language and literature, and skills in using Malayalam language in the post graduate level as the official language of Kerala.

i. To help learners form a substantial foundation on literary forms, the history of Malayalam language, literature and literary works including samples of Indian literature.

ii. To impart skills to critically evaluate and appreciate literary works, to extend this ability to other cultural and artistic forms.

iii. To impart and fine tune Malayalam language skills essential for employability and fo r vertical professional mobility.

Relevance of the program with HEI's Mission and Goals

Offered in the distance mode, BA Malayalam will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focused, quality and cost conscious but socially responsible education.

BA Malayalam in the distance mode will be a feeder programme for the BA Malayalam programmes offered by the university, and it follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala.

Nature of prospective target group of learners:

BA programme in Malayalam Language and literature has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges. This will join the attempt to democratising higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of learning, eligibility for enrolment and age of entry.

Understanding the needs of the learners we have structured our learning material and induction programmes to lead the fresh learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.

Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:

The BA Malayalam programme will see to ensure the following skills and competences in the learners.

1. Reading skills :read texts with careful attention and appreciate them recognize key ideas in texts and rhetorical strategies used to develop them respond to aesthetic, rhetorical, and cultural qualities in texts

2. Writing skills: write clearly and fluently in multiple genres, organize coherently and logically, edit writing so that it confirms to standard usage, develop convincing, well-supported essays,

3. Understanding Literature: understand the relationship of literature to history and culture, understand the history of literature in Malayalam in terms of major periods and authors, recognize and define

major genres of literature, and recognize and define formal features in literature.

4. Understanding Malayalam Language: learn the history and evolution of Malayalam language, understand Malayalam Grammar and phonology, and understand further the structure of

Malayalam .understand the various forms of Malayalam and its use in different circumstances like spoken Malayalam , official Malayalam , scientific Malayalam , computing Malayalam etc.

5. Understanding Theory and Criticism: understand and implement several literary and rhetorical theories, relate the study of discourse in Malayalam to Malayalam language and comparison of eastern and western theories, understand the general nature, purpose, and methods of Malayalam studies

6. Doing Research: understand and use basic research tools, develop questions and topics worth researching, incorporate research into writing

Instructional Design

The BA Malayalam programme proposed here is also offered by the University through regular mode. Also, the programme has been approved by the statutory bodies of the University. Further, the University is revising the curriculum and syllabi of its BA Malayalam programme once in every three years to ensure that the content is updated to reflect current academic knowledge and practice, and also to ensure that the University used provide the best learning experiences possible for students. Academic staff and experts in the area of Malayalam propose changes in the curriculum and syllabi at the curriculum and syllabus revision workshop generally convened at least six months before the due date of curriculum and syllabus revision. Major changes are then submitted to the Board of Studies of Malayalam (Pass) of the University for Final Approval. As part of curriculum design, the curriculum and syllabus revision workshop considers curriculum analysis of social needs, translating the needs into course, splitting the objectives into specific objectives, grouping the specific objectives into subjects, deriving the subjects from the classification, specifying enabling objectives, unitising each subject matter, specification of required time and syllabus formulation.

Programme Details

SEM	Course Code	Course Title	Number of Credits	CE (Marks)	ESE (Marks)	Total
I	END 1111.1	Language Course I Listening Speaking and Reading	**4**	20	80	100
	ML 1111.1	Language Course II (Addl. Language 1)	**3**	20	80	100
	EN 1121	Foundation Course I Writings on Contemporary Issues	**2**	20	80	100
	ML 1141	Core- I- Novel CharithravumPaadavum	**4**	20	80	100
	ML 1131.1	Complementary I – Kerala Culture 1	**3**	20	80	100
	SK 1131.2	Complementary II - Sanskrit 1	**2**	20	80	100
		TOTAL	**18**	**120**	**480**	**600**

II	EN 1211.1	Language Course III English II	4	20	80	100
	EN 1212.1	Language Course IV English III	3	20	80	100
	ML 1211. 1	Language Course V (Addl. Language II) GadyaSahithyam	3	20	80	100
	ML 1241	Core II- Nadakam, Charithram, Paadam, Prayogam	4	20	80	100
	ML 1231.1	Complementary III - Kerala Culture 2	3	20	80	100
	SK 1231.2	Complementary IV- Sanskrit 2	3	20	80	100
		TOTAL	**20**	**120**	**480**	**600**
III	EN 1311.1	Language Course VI Writing and Presentation Skills	4	20	80	100
	ML 1311.1	Language Course VII Addl. Language III Drisyakalasahithyam	4	20	80	100
	ML 1321	Foundation course II (Informatics) Adhunkiasankethikavidyayummalay alabhashapadanavum	3	20	80	100
	ML 1341	Core Course III – Literary theories: Eastern and Westewrn	4	20	80	100
	ML 1331.1	Complementary V Paristhithi: sidhanthavumavishkaravum	3	20	80	100
	SK 1331.2	Complementary VI Sanskrit III	3	20	80	100
		TOTAL	**21**	**120**	**480**	**600**
IV	EN 1411.1	Language Course VIII English V	4	20	80	100
	ML 1411.1	Language Course IX Addl. Language IV Vinimayam, sargathmakarachana, bhashaavabhodham	4	20	80	100
	ML 1441	Core Course IV- Malayalakavitha-Poorvaghatam	4	20	80	100
	ML 1442	Core Course V Malayalasahithyaniroopanam	3	20	80	100
	ML 1431.1	Complementary VII- Dalithezhuthu, pennezhuthu: Sidhanthavumavishkaravum	3	20	80	100
	SK 1431.2	Complementary VIII Sanskrit IV	3	20	80	100

		TOTAL	**21**	**120**	**480**	**600**
V	ML 1541	Core VI- Linguistic – History of language Bhashashastram	4	20	80	100
	ML 1542	Core VII – Cherukadhapadanam	4	20	80	100
	ML 1543	Core VIII – Folklore	2	20	80	100
	ML 1544	Core IX– Jeevacharitram, atmakadha, yatraanubhavam	4	20	80	100
	ML 1545	Core X- Film studies	4	20	80	100
	ML 1551.1	Open course I- Keraleeyakalakal	2	20	80	100
		TOTAL	**20**	**120**	**480**	**600**
VI	ML 1641	Core XI– Madhyamalokam	4	20	80	100
	ML 1642	Core XII- Malayalavyakaranam	4	20	80	100
	ML 1643	Core XIII- Malayalakavitha : Utharaghattam	4	20	80	100
	ML 1644	Core XIV – Translation: Theory and practice	3	20	80	100
	ML 1661.1	Open course II- (Elective) Comparative literature	2	20	80	100
	ML 1551.4	Project work/ Essay	4 -	80+ 20(Viva- Voce) / 100		100
		TOTAL	**21**	**100**	**500**	**600**
		GRAND TOTAL	**120**	**7 00**	**2900**	**3600**

Duration of the programme

Six Semesters, three years.

Faculty and support staff requirement

There are three full time faculty members available and one of them coordinates the BA Programme in Malayalam. There are sufficient number of administrative staff in the SDE in the rank of Deputy Registrar (One), Assistant Registrars (Three), Section Officers (Six), Assistants (18), Computer operators (Four) and Class Four staff (12) for the administrative support. The service of qualified guest teachers and experts from panels approved by the University are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

Instructional delivery mechanisms

In addition to providing Self Learning Material, students are offered 60 contact hours each semester, conducted over 10 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use web resources. A repertoire of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis from this academic year onwards.

Student Support Service Systems at SDE

(a) Information Centre, (b) Library with good collection of books and journals (c) Wi-Fi connectivity, (d) Counselling, (e) Students feedback, (f) Placement cell, (g) Students Grievance Redressal Cell, (g) Alumni Association, (i) Women's Cell, (j) Research Cell, (k) Post Office , (l) Snack bar and Refreshment Centre, (m) Restrooms, (n) Reprographic centre, (o) Drinking water etc.

Procedure for admissions, curriculum transaction and evaluation :

The admission notifications for BA Malayalam programme, among others are being issued in leading national and regional dailies during June-July. The detailed information regarding admission is being given on the SDE website (www.ideku.net) and on the admission website (www.sde.keralauniversity.ac.in). Students seeking admission shall apply online.

Minimum Eligibility for Admission

Eligibility for admission to BA Malayalam is a pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.

Fee Structure: The fee for the course is Rs.13605/-.Tuition fee is waived for students belonging to eligible categories.

Financial Assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST department as per the rules laid down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

Programme Delivery

The programme is being delivered with the help of SLM and Personal Contact progammes. The SLM is being dispatched to the students during each semester by hand or by post. And, at the end of each semester assignments are given and the marks are included in the ESA. The use of web-based tools is not in place yet, but steps are being initiated.

Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV, V and VI Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		

Course	Schedule
III, IV, V and VI Semester	First week of July
I & II Semester	First week of November
Schedule of examinations	
Course	Schedule
V and VI Semester	First week of April
III and IV Semester	Second and Third week of April
I and II Semester	Fourth week of April

Evaluation

The evaluation of the programme will consist of two parts: a) Continuous Evaluation (CE) b) End Semester Evaluation (ESE) The CE and ESE ratio shall be 1:4 i.e. a maximum of 20 marks for CE and a maximum of 80 marks for ESE. There will be no separate minimum for CE and ESE. However, the minimum pass requirement of a course will be 40%. Minimum marks required for passing a programme will also be 40%.

The classification of results of the programme shall be done at the end of the 6th semester based on the total marks secured for all semesters and shall be as follows.

Candidates securing not less than 40% but below 50% - Third Class Candidates securing not less than 50% but below 60% - Second Class Candidates securing 60% and above - First Class

(a) Continuous Evaluation (CE): In a semester each student shall be required to submit one assignment and do one Test Paper/Practicum/Case Analysis for each co urse without which his/her results will be withheld. Those who submit their assignments after the due date will have to pay a late fee as fixed by the university from time to time. The components of CE are, Assignment (10 marks) and Test Paper/Practicum /Case Analysis (10 marks). The results of the CE shall be displayed in SDE website. Complaints regarding the award of marks for CE if any have to be submitted to the Programme Coordinator within 15 working days from the display of results of CE.

(b) End Semester Evaluation (ESE): End Semester Evaluation of all the Courses in all the semesters including the examination for Essay shall be conducted by the University.

Minimum attendance required for ESE will be 50%. However those who cannot secure the required percentage of attendance can appear for ESE by paying a condonation fee fixed by the University.

Examinations for odd and even semesters will be conducted together towards the end of every academic year.

Improvement of ESE - Candidates who have successfully completed the Semester, but wish to improve their marks for the End Semester Evaluation (ESE) shall have only one chance for the same along with the next immediate regular batch of students.

Requirement of the laboratory support and Library Resources:

A laboratory hour is not mandatory for BA Malayalam, but students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 28,000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be

remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

Cost Estimate of the Programme and the Provisions (Base 2019-20)

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for B.A Malayalam programme (250 students)
01	Pay and Allowance	435.00	918500
02	Contact classes and evaluation	80.00	76750
03	Course materials	100.00	96000
04	Advertisement charges	25.00	24000
05	Postage and telephone	7.4	7000
06	Books and Periodicals	3.5	3250
07	Miscellaneous	9.95	9500
	Total	660.85	1135000
	Provisions (6%)		68100
	Total		1203100 Cost per student/ year=Rs4812

Quality Assurance Mechanism and Expected Programme Outcomes

Quality Assurance Mechanism

The University Board of Studies for FDPMalayalam programmes approves and reviews the syllabus, course content, and the Self Learning Material of BA Malayalam offered in the distance mode also.

The overall ensuring of quality will be closely monitored by the Centre for Internal Quality Assurance, School of Distance Education.

The SDE, University of Kerala has devised the following mechanism for monitoring the effectiveness of the BA Malayalam programme to enhance its standards of curriculum, instructional design etc.

(a) Established a Centre for Internal Quality Assurance (CIQA) at the University level to develop and put in place a comprehensive and dynamic internal quality assurance system to enhance the quality of the programmes offered through distance mode as per the norms and guidelines of the University Grants Commission (Open and Distance Learning) Regulations, 2017.

(b) The CIQA is periodically conducting institutional quality audits, to promote quality assurance and enhance as well as spread best- in-class practices of quality assurance. The CIQA conducts the quality audit by addressing the following seven broad areas, namely:

i. Governance, leadership and management

ii. Articulation of higher educational institutions objectives

iii. Programme development and approval processes

iv. Infrastructure resources

v. Learning environment and learner support

vi. Assessment & evaluation of learning outcomes

vii. vii.Teaching quality and staff development

(c) The SDE has an approved panel of experts for preparing SML. The SLM prepared is being edited by the course coordinator. The CIQA also oversees the development and preparation of SLMs. Then submit the SLMs to the Board of Studies concerned for the approval. The SLMs are developed with the approach of self explanatory, self-contained, self-directed, self- motivating and self-evaluating.

(d) The SDE of the University has two full time faculty members exclusively for coordinating the programme and also has a panel of qualified guest teachers for counselling students and engaging in personal contact programmes in the Head Quarters at Thiruvananthapuram and study centres at Kollam, Adoor and Alappuzha.

Expected Programme Outcomes

Towards the end of the programme, students will be able to:

- Develop an ability to effectively communicate both orally and verbally in Malayalam
- Develop self confidence and skills for working independently and in a team
- Have a foundation on literary theories, movements and history of Malayalam literature
- Develop the ability to critically look at concepts, beliefs and ideas in society
- Have an increase awareness of the general issues prevailing in the society

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

DIRECTOR
School of Distance Education
University of Kerala, Kariavattom
Thiruvananthapuram - 695 581

REGISTRAR
IN-CHARGE

UNIVERSITY OF KERALA

UNIVERSITY OF KERALA
School of Distance Education

Bachelor of Arts (English)

PROGRAMME PROJECT REPORT (PPR)

University of Kerala

The University of Kerala is a State university located in Thiruvananthapuram, the capital city Kerala. University of Kerala is the first University in the State, originally established as the University of Travancore in 1937 and is the 16th oldest University of the country. The present territorial jurisdiction of the University extends to the revenue districts of Thiruvananthapuram, Kollam, Alapuzha and Pathanamthitta. The University of Kerala is offering courses in regular as well as distance mode. In regular mode the University offers wide range of programmes at the undergraduate, post graduate, MPhil, doctoral levels, post graduate diploma, diploma and certificate levels. In distance mode the University offers 13 UG and 13 PG programmes. The University of Kerala has undergone immense transformation on various fronts during the last 80 years. The University has been recognized by the UGC as per UGC Act, 1956 under Section 2 (f) and 12 (b) and has been reaccredited by NAAC with A grade in 2015. University also bagged the First Chancellor's Award for the Best University in Kerala in 2015. There are at present 223 affiliated colleges and 82 research centres under the University and have 42 teaching and research departments (under 11 schools), 10 teacher education centres, 7 UIMs and 17 UITs. There are at present 149 faculty members of which 30 are Professors, 35 Associate Pro fessors and 84 Assistant Professors under its 42 teaching and research departments. In addition, there are 54 guest faculty members and 10 visiting faculty members working in the departments. Among the teaching faculty members 160 are PhD degree holders. 1492 administrative staff and 30 technical staff are also working in the University.

The School of Distance Education

The School of Distance Education (SDE), started in 1976 as a teaching and research department of the University of Kerala, is one of the pioneering centres of distance learning in the State. The aims and objectives of the school include:

- Democratizing higher education to large segments of the population, in particular the disadvantaged groups like those living in remote and rural areas, working people, and women.
- Providing an innovative system of university- level education which is both flexible and open in terms of methods, pace of learning, eligibility for enrollment and age of entry.
- Providing an opportunity for up-gradation of skills and qualifications.
- Developing education as a lifelong activity to enable persons to update their knowledge or acquire knowledge in new areas.

University of Kerala is one of the Universities in India having appointed permanent full time teaching faculty members for running the distance education programmes. The SDE has 19 permanent faculty members and 8 full time contract faculty members with diverse academic backgrounds and rich experience in the rank of Professors, Associate Professors and Assistant Professors. The school had recognition of the erstwhile Distance Education Council (DEC) for 45 programmes till 2014-15. In line with the efforts of the UGC to streamline the distance learning mode, the SDE also redefined its programmes and got the UGC recognition to offer 13 UG and 13 PG programmes from the academic year 2017-18 onwards. The SDE has no private off campus/learner support centres.

Details of the Proposed BA English Programme

Programme's mission & objectives

Mission & Objectives

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education too all, particularly to those who could not join regular colleges or universities owing to social, economic and other constraints, the programme BA English Language and Literature aims at imparting knowledge in English literature, and skills in using English language in the undergraduate level.

i. To help learners form a substantial foundation on literary forms, the literary history of England and literary works including samples of world literature.

ii. To impart skills to critically evaluate and appreciate literary works, to extend this ability to other cultural and artistic forms.

iii. To impart and fine tune English language skills essential for employability and for vertical professional mobility.

Relevance of the program with HEI's Mission and Goals

Offered in the distance mode, BA English will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focussed, quality and cost conscious but socially responsible education.

BA English in the distance mode will be a feeder programme for the MA English programmes offered by the university, and it follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala.

Nature of prospective target group of learners

A BA programme in English Language and literature has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges. This will join the attempt to democratising higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of learning, eligibility for enrolment and age of entry.

Understanding the needs of the learners, we have structured our learning material and induction programmes to lead the fresh learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.

Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence

The BA English programme will see to ensure the following skills and competences in the learners.

1. Reading skills: read texts with careful attention and appreciate them, recognize key ideas in texts and rhetorical strategies used to develop them to respond to aesthetic, rhetorical, and cultural qualities in texts.

2. Writing skills: write clearly and fluently in multiple genres, organize coherently and logically, edit writing so that it conforms to standard usage, develop convincing, well-supported essays.

3. Understanding Literature: understand the relationship of literature to history and culture, understand the history of literature in English in terms of major periods and authors, recognize and define major genres of literature, and recognize and define formal features in literature.

4. Understanding English Language: learn the history and evolution of English language, understand English phonology, and understand further the structure of English.

5. Understanding Theory and Criticism: understand and implement several literary and rhetorical theories, relate the study of discourse in English to other disciplines, understand the general nature, purpose, and methods of English studies

6. Doing Research: understand and use basic research tools, develop questions and topics worth researching, incorporate research into writing

Instructional Design

The BA English programme proposed here is also offered by the University through regular mode. Also, the programme has been approved by the statutory bodies of the University. Further, the University revises the curriculum and syllabi of its BA English programme once in every three years to ensure that the content is updated to reflect current academic knowledge and practice, and also to ensure that the University provides the best learning experiences possible for students. Academic staff and experts in the area of English propose changes in the curriculum and syllabi at the curriculum and syllabus revision workshop generally convened at least six months before the due date of curriculum and syllabus revision. Major changes are then submitted to the Board o f Studies of English (Pass) of the University for Final Approval. As part of curriculum design, the curriculum and syllabus revision workshop considers curriculum analysis of social needs, translating the needs into course, splitting the objectives into specific objectives, grouping the specific objectives into subjects, deriving the subjects from the classification, specifying enabling objectives, unitising each subject matter, specification of required time and syllabus formulation.

Programme Details

	Course Code	Course Title	Number of Credits	CE (Marks)	ESE (Marks)	Total
	END 1111.1	Language Course I Listening Speaking and Reading	**4**	20	80	100
		Language Course II (Addl. Language)	**3**	20	80	100
	EN 1121	Foundation Course I Writings on Contemporary Issues	**2**	20	80	100
I	EN 1141	Core- I- Reading Poetry	**4**	20	80	100
	EN 1131	Complementary I – History of English Literature 1	**3**	20	80	100
	HY1131.2	Complementary II - History of Modern World (1789 to 1900)	**2**	20	80	100
		TOTAL	**18**	**120**	**480**	**600**
II	EN 1211.1	Language Course III Environmental Studies	4	20	80	100
	EN 1212.1	Language Course IV Modern English Grammar & Usage	3	20	80	100
		Language Course V (Addl. Language II)	3	20	80	100
	EN 1241	Core II- Reading Drama	4	20	80	100
	EN 1231	Complementary III - History of English Literature 2	3	20	80	100
	HY1231.2	Complementary IV- History of Modern World (1901-1920)	3	20	80	100
		TOTAL	**20**	**120**	**480**	**600**
	EN 1311.1	Language Course VI Writing and Presentation Skills	4	20	80	100
		Language Course VII Addl. Language III	4	20	80	100
III	EN 1341	Core III – Reading Fiction	3	20	80	100
	EN 1341	Core IV - 20th Century Malayalam Literature in English Translation	4	20	80	100
	EN 1342	Complementary V History of English Literature 3	3	20	80	100
	HY 1331.2	Complementary VI History of Modern World 1921-1945	3	20	80	100
		TOTAL	21	120	480	600

	EN 1411.1	Language Course VIII Readings in Literature	4	20	80	100
IV		Language Course IX Addl. Language IV	4	20	80	100
	EN 1441	Core V- Reading Prose	4	20	80	100
	END 1421	Foundation Course: Informatics	3	20	80	100
	EN 1431	Complementary VII- History of English Language	2	20	80	100
	HY1431.2	Complementary VIII- History History of Modern World After 1945	3	20	80	100
		TOTAL	**20**	**120**	**480**	**600**
	EN 1541	Core VI- Literary Criticism	4	20	80	100
	EN 1542	Core VII - Indian Literature in English	4	20	80	100
	EN 1543	Core VIII – Film Studies	2	20	80	100
V	EN 1544	Core IX– Linguistics and Phonetics	4	20	80	100
	EN 1545	Core X- Post Colonial Literatures in English	4	20	80	100
	EN 1551	Open Course I-	2	20	80	100
		TOTAL	**20**	**120**	**480**	**600**
	EN 1641	Core XI – World Classics	4	20	80	100
VI	EN 1642	Core XII– Methodology & Perspectives of Humanities	4	20	80	100
		Core XIII- English for the Media				
	EN 1643		4	20	80	100
	EN 1644	Core XIV- Women's Writing				
			3	20	80	100

	EN 1661.1-Elective 1- Translation Studies	2	20	80	100
			-	80+ 20(Viva-Voce) / 100	100
	EN 1671Dissertation/ Essay	4			
	TOTAL	**21**	**100**	**500**	**600**
	GRAND TOTAL	**120**	**700**	**2900**	**3600**

Duration of the programme

Six Semesters, three years.

Faculty and support staff requirement

There are two full time faculty members available and one of them coordinates the BA Programme in English. There are sufficient number of administrative staff in the SDE in the rank of Deputy Registrar (One), Assistant Registrars (Three), Section Officers (Six), Assistants (18), Computer operators (Four) and Class Four staff (12) for the administrative support. The service of qualified guest teachers and experts from panels approved by the University are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

Instructional delivery mechanisms

In addition to providing Self Learning Material, students are offered 60 contact hours each semester, conducted over 10 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use web resources. A repertoire of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis from this academic year onwards.

Student Support Service Systems at SDE

(a) Information Centre, (b) Library with good collection of books and journals, (c) Wi-Fi connectivity, (d) Counselling, (e) Students feedback, (f) Placement cell, (g) Students Grievance Redressal Cell, (h) Alumni Association, (i) Women's Cell, (j) Research Cell, (k) Post Office, (l) Snack bar and Refreshment Centre, (m) Restrooms, (n) Reprographic centre, (o) Drinking water etc.

Procedure for admissions, curriculum transaction and evaluation:

The admission notifications for BA English programme, among others are being issued in leading national and regional dailies during June-July. The detailed information regarding admission is being given on the SDE website (www.ideku.net) and on the admission website

(www.sde.keralauniversity.ac.in). Students seeking admission shall apply online.

Minimum Eligibility for Admission

Eligibility for admission to BA English is a pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.

Fee Structure: The fee for the course is Rs.13605/- .Tuition fee is waived for students belonging to eligible categories.

Financial Assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed from SC/ST department as per the rules laid down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

Programme Delivery

The programme is being delivered with the help of SLM and Personal Contact programmes. The SLM is dispatched to the students during each semester by hand or by post. And, at the end of each semester, assignments are given and the marks are included in the ESA. The use of web-based tools is not in place yet, but steps are being initiated.

Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV, V and VI Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III, IV, V and VI Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
V and VI Semester	First week of April	
III and IV Semester	Second and Third week of April	
I and II Semester	Fourth week of April	

Evaluation

The evaluation of the programme will consist of two parts: a) Continuous Evaluation (CE) b) End Semester Evaluation (ESE). The CE and ESE ratio shall be 1:4 i.e. a maximum of 20 marks for CE and a maximum of 80 marks for ESE. There will be no separate minimum for CE and ESE. However, the minimum pass requirement of a course will be 40%. Minimum marks required for passing a programme will also be 40%.

The classification of results of the programme shall be done at the end of the 6th semester based on the total marks secured for all semesters and shall be as follows.

Candidates securing not less than 40% but below 50% - Third Class Candidates securing not less than 50% but below 60% - Second Class Candidates securing 60% and above - First Class

(a) Continuous Evaluation (CE): In a semester each student shall be required to submit one assignment and do one Test Paper/Practicum/Case Analysis for each course without which his/her results will be withheld. Those who submit their assignments after the due date will have to pay a late fee as fixed by the university from time to time. The components of CE are, Assignment (10 marks) and Test Paper/Practicum /Case Analysis (10 marks). The results of the CE shall be displayed in SDE

website. Complaints regarding the award of marks for CE if any have to be submitted to the Programme Coordinator within 15 working days from the display of results of CE.

(b) End Semester Evaluation (ESE): End Semester Evaluation of all the Courses in all the semesters including the examination for Essay shall be conducted by the University.

Minimum attendance required for ESE will be 50%. However those who cannot secure the required percentage of attendance can appear for ESE by paying a condonation fee fixed by the University.

Examinations for odd and even semesters will be conducted together towards the end of every academic year.

Improvement of ESE - Candidates who have successfully completed the Semester, but wish to improve their marks for the End Semester Evaluation (ESE) shall have only one chance for the same along with the next immediate regular batch of students.

Requirement of the laboratory support and Library Resources:

Laboratory hours are not mandatory for BA English, but students can avail of the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 28,000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non- members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

Cost Estimate of the Programme and the Provisions (Base 2019-20)

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for B.AEnglish programme (550 students)
01	Pay and Allowance	435.00	1504400
02	Contact classes and evaluation	80.00	184707
03	Course materials	100.00	23088
04	Advertisement charges	25.00	57721
05	Postage and telephone	7.4	17085
06	Books and Periodicals	3.5	8080
07	Miscellaneous	9.95	22973
	Total	660.85	1818054
	Provisions (6%)		109083
	Total		1927137 Cost per student/ year=Rs.3854

Quality Assurance Mechanism and Expected Programme Outcomes

Quality Assurance Mechanism

The University Board of Studies for FDP English programmes approves and reviews the syllabus, course content, and the Self Learning Material of BA English offered in the distance mode also.

The overall ensuring of quality will be closely monitored by the Centre for Internal Quality Assurance, School of Distance Education.

The SDE, University of Kerala has devised the following mechanism for monitoring the effectiveness of the BA English programme to enhance its standards of curriculum, instructional design etc.

(a) Established a Centre for Internal Quality Assurance (CIQA) at the University level to develop and put in place a comprehensive and dynamic internal quality assurance system to enhance the quality of the programmes offered through distance mode as per the norms and guidelines of the University Grants Commission (Open and Distance Learning) Regulations, 2017.

(b) The CIQA is periodically conducting institutional quality audits, to promote quality assurance and enhance as well as spread best- in-class practices of quality assurance. The CIQA conducts the quality audit by addressing the following seven broad areas, namely:

i. Governance, leadership and management
ii. Articulation of higher educational institutions objectives
iii. Programme development and approval processes
iv. Infrastructure resources
v. Learning environment and learner support
vi. Assessment & evaluation of learning outcomes vii.Teaching quality and staff development

(c) The SDE has an approved panel of experts for preparing SLM. The SLM prepared is edited by the course coordinator. The CIQA also oversees the development and preparation of SLMs. Then the SLMs are submitted to the Board of Studies concerned for approval. The SLMs developed are self-explanatory, self-contained, self-directed, self- motivating and self-evaluating.

(d) The SDE of the University has two full time faculty members exclusively for coordinating the programme and also has a panel of qualified guest teachers for counselling students and engaging in personal contact programmes in the Head Quarters at Thiruvananthapuram and study centres at Kollam, Adoor and Alappuzha.

Expected Programme Outcomes

Towards the end of the programme, students will be able to:

- Develop an ability to effectively communicate both orally and verbally in English

- Develop self-confidence and skills for working independently and in a team.
- Have a foundation on literary theories, movements and history of English literature.
- Develop the ability to critically look at concepts, beliefs and ideas in society, while also learning to critically analyse texts and cultural artefacts.
- Have an increase in awareness of the general issues prevailing in society.

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

UNIVERSITY OF KERALA
School of Distance Education

Bachelor of Arts (Hindi)
PROGRAMME PROJECT REPORT

1. University of Kerala

The University of Kerala is a State university located in Thiruvananthapuram, the capital city Kerala. University of Kerala is the first University in the State, originally established as the University of Travancore in 1937 and is the 16th oldest University of the country. The present territorial jurisdiction of the University extends to the revenue districts of Thiruva nanthapuram, Kollam, Alapuzha and Pathanamthitta. The University of Kerala is offering courses in regular as well as distance mode. In regular mode the University offers wide range of programmes at the undergraduate, post graduate, MPhil, doctoral levels, post graduate diploma, diploma and certificate levels. In distance mode the University offers 13 UG and 13 PG programmes. The University of Kerala has undergone immense transformation on various fronts during the last 80 years. The University has been recognized by the UGC as per UGC Act, 1956 under Section 2 (f) and 12 (b) and has been reaccredited by NAAC with A grade in 2015. University also bagged the First Chancellor's Award for the Best University in Kerala in 2015. There are at present 223 affiliated colleges and 82 research centres under the University and have 42 teaching and research departments (under 11 schools), 10 teacher education centres, 7 UIMs and 17 UITs. There are at present 149 faculty members of which 30 are Professors, 35 Associate Pro fessors and 84 Assistant Professors under its 42 teaching and research departments. In addition, there are 54 guest faculty members and 10 visiting faculty members working in the departments. Among the teaching faculty members 160 are PhD degree holders. 1492 administrative staff and 30 technical staff are also working in the University.

2. The School of Distance Education

The School of Distance Education (SDE), started in 1976 as a teaching and research department of the University of Kerala, is one of the pioneering centres of distance learning in the State. The aims and objectives of the school include:

- Democratizing higher education to large segments of the population, in particular the disadvantaged groups like those living in remote and rural areas, working people, and women.
- Providing an innovative system of university- level education which is both flexible and open in terms of methods, pace of learning, eligibility for enrollment and age of entry.
- Providing an opportunity for up-gradation of skills and qualifications.
- Developing education as a lifelong activity to enable persons to update their knowledge or acquire knowledge in new areas.

University of Kerala is one of the Universities in India having appointed permanent full time

teaching faculty members for running the distance education programmes. The SDE has 19 permanent faculty members and 8 full time contract faculty members with diverse academic backgrounds and rich experience in the rank of Professors, Associate Professors and Assistant Professors. The school had recognition of the erstwhile Distance Education Council (DEC) for 45 programmes till 2014-15. In line with the efforts of the UGC to stream line the distance learning mode, the SDE also redefined its programmes and got the UGC recognition to offer 13 UG and 13 PG programmes from the academic year 2017-18 onwards. The SDE has no private off campus/learner support centres.

3. Details of the Proposed BA Hindi Programme

(a) **Programme's Mission & Objectives**

Mission & Objectives

Hindi is firstly our national language and secondly the official language. Course study is aimed at making the students proficient in the use of Hindi as medium of communication and as official language. The mission of the course is to provide a general information about Hindi literature through samples of literary work and to develop an independent out look towards the study of language and communication. The study of Humanities especially Literature awakeness the aesthetic vision of students. This will enhance the feeling of one mess and humanity among the students.

The Kerala society is very generous in accepting the good of others and assimilating its essence. After Independence the role of Hindi in Kerala's educational field has improved very much. Hindi is included as third language in the curriculum at high school level studies and as an elective language for second language at Plus 2 level. Parallel streams are also at work in the state giving opportunities in the study of Hindi Language and Literature. At graduation level also Hindi is an elective second language. All the colleges in Kerala offer this facility to the undergraduate students who are interested in the study of Hindi Language and Literature. We have MA Course in Hindi language and literature, so it is essential to start the course BA Hindi language and literature.

i. To familiarize the students with various trends in Hindi literature and Understanding the literay trends and works in a different way

ii. Learn Hindi for effective communication in different fields like administration, media and business.

iii. Understanding translation as a linguistic, cultural, economic and professional activity.

iv. Familiarizing the practical grammar and analyzing the problems and challenges of effective communication in Hindi. Also develop technical skills in Applied Hindi.

v. To enable the student to engage with conceptual issues relating to culture and civilization to identity the power of resistance of Indian culture- to instil the values and the rich tradition of India into the minds of the students. Familiarize some of the eminent writers in Hindi literature and thereby inculcate Socio-cultural values.

vi. To impart skills to critically evaluate and appreciate literary works, to extend this

ability to other cultural and artistic forms..

Relevance of the program with HEI's Mission and Goals:

Offered in the distance mode, BA Hindi will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focused, quality and cost conscious but socially responsible education.

BA Hindi in the distance mode will be a feeder programme for the MA Hindi programmes offered by the university, and it follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala.

Nature of prospective target group of learners

A BA programme in Hindi Hindi Language and literature has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges. This will join the attempt to democratising higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of learning, eligibility for enrolment and age of entry.

Understanding the needs of the learners we have structured our learning material and induction programmes to lead the fresh learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.

Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence

The BA Hindi programme will see to ensure the following skills and competences in the learners.

1. To make the student a human being in the correct sense of the word.
2. To broaden the outlook of the students and instill in them a sense of confidence and responsibility.
3. To make them ready to face the present day world of ambiguities and contradictions.
4. To make them empathetic and symp athetic towards fellow human beings.
5. To make them understand the society better and ready them to fulfill their duties and responsibilities towards the society.
6. To train them in the field of translation so that they can use the expertise thus gained to enrich Malayalam and Hindi Literature through translation.
7. To channelize their creative writing abilities towards writing in Hindi so as to enable them to contribute towards Indian Literature.
8. To inspire them to use their energy and creative ability for the upliftment of the poor and downtrodden among the society.
9. To make them able to communicate in Hindi fluently so that they can perform their duties better when they are outside Kerala.

10. To train them in the fields of journalism and media writing so that they can choose them as a professional option.
11. To give them training in correspondence and secretarial practice in Hindi so that they can use the knowledge whenever necessary.

Instructional Design

The BA Hindi programme proposed here is also offered by the University through regular mode. Also, the programme has been approved by the statutory bodies of the University. Further, the University is revising the curriculum and syllabi of its BA Hindi programme once in every three years to ensure that the content is updated to reflect current academic knowledge and practice, and also to ensure that the University used provide the best learning experiences possible for students. Academic staff and experts in the area of Hindi propose changes in the curriculum and syllabi at the curriculum and syllabus revision workshop generally convened at least six months before the due date of curriculum and syllabus revision. Major changes are then submitted to the Board of Studies of Hindi (Pass) of the University for Final Approval. As part of curriculum design, the curriculum and syllabus revision workshop considers curriculum analysis of social needs, translating the needs into course, splitting the objectives into specific objectives, grouping the specific objectives into subjects, deriving the subjects from the classification, specifying enabling objectives, unitising each subject matter, specification of required time and syllabus formulation.

Programme Details

Semester – 1

Course Code	Course Title	Credit	CE (Marks)	ESE (Marks)	Total
English EN 1111.1	Language course I	4	80	20	100
HN 1111	Language Course- II Common (Addl. Language I- Hindi)- Prose & Grammer	3	80	20	100
EN 1123 HN 1131	Foundation Course- I English Compl: Course I- Women's Literature in Hindi (Compulsory)	2 2	80	20	100
HN 1132/ SK 1131.1	Compl: Course II- Cultural History of India	2	80 80	20 20	100 100
HN 1141	Core Course I- Hindi Prose	4	80	20	100

Semester – 2

Course Code	Course Title	Credit	CE (Marks)	ESE (Marks)	Total
EN 1211 EN 1212	Language course - English Language course - English	4 3	80	20	100

HN 1211.1	Language Course- Common (Addl. LanguageII) Fiction, Short Stories & Novel	3	80	20	100
HN 1231	Compl: Course III Special Author Kabeer Das (Compulsory)	3	80	20	100
HN 1232/ SK 1231.1	Compl: Course IV- Eco Literature	3	80	20	100
HN 1241	Core Course II- History of Hindi Literature upto Ritikal	4	80	20	100

Semester – 3

Course Code	Course Type	Credit	CE (Marks)	ESE (Marks)	Total
EN 1311	Language course -English	4	80	20	100
HN 1311.1	Language Course- Common (Addl. Language III)- Poetry & Grammer	4	80	20	100
HN 1321	Foundation Course- II Information and Computer	3	80	20	100
HN 1331/ SK 1331.1	Compl: Course V Comparative Literature with Special Reference to Hindi and Malayalam	3			
HN 1332	Compl: Course VI Development of Hindi as Official Language And Communicative Hindi (Compulsory)	3	80	20	100
HN 1341	Core Course III History of Hindi Literature – Modern Period	4	80	20	100

Semester – 4

Course Code	Course Title	Credit	CE (Marks)	ESE (Marks)	Total
EN 1411	Language course -English	4	80	20	100
HN 1411.1	Language Course- Common (Addl. Language IV)-Hindi Drama, Translation & Correspondence	4	80	20	100
HN 1431	Compl: Course VII Indian Literature (Compulsory)	3	80	20	100
HN 1432/ SK 1431.1	Compl: Course VIII Script Writing And Advertisement	3	80	20	100
HN 1441	Core Course IV Hindi Drama And One Act Plays	4	80	20	100
HN 1442	Core Course V Premchand'S Fiction	3	80	20	100

Semester – 5

Course Code	Course Title	Credit	CE (Marks)	ESE (Marks)	Total
HN 1541	Core Course VI Ancient Poetry & Epic Poem	4	80	20	100
HN 1542	Core Course VII Modern Poetry	4	80	20	100
HN 1543	Core Course VIII Hindi Fiction upto 1980	2	80	20	100
HN 1544	Core Course IX Hindi Grammer- Theory & Practice	4	80	20	100
HN 1545	Core Course X History of Hindi Language And Linguistics	4	80	20	100
HN 1551	Open Course I Communicative Hindi	2	80	20	100
	Project/Dissertation		80	20	100

Semester – 6

Course Code	Course Title	Credit	CE (Marks)	ESE (Marks)	Total
HN 1641	Core Course XI- Post Modern Hindi Fiction from 1980 to 2000	4	80	20	100
HN 1642	Core CourseXII- Literary Criticism	4	80	20	100
HN 1643	Core Course XIII- Translation: Theory & Practice	4	80	20	100
HN 1644	Core Course XIV- Film: History & Production	3	80	20	100
HN 1645	Project/Dissertation	4	80	20	100
HN 1651	Elective- Journalism And Hindi Journalism in Kerala	2	80	20	100

Duration of the programme

Six Semesters, three years.

Faculty and support staff requirement

There are three full time faculty members available and one of them can coordinate the BA Programme in Hindi. There is sufficient staff support from the SDE office for processing administrative work. The service of qualified guest teachers and experts from panels approved by the Vice Chancellor are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

Instructional delivery mechanisms

In addition to providing Self Learning Material, students are offered 60 contact hours each semester, conducted over 10 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use web resources. A repertoire of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis from this academic year onwards.

Student Support Service Systems at SDE

(a) Information Centre, (b) Library with good collection of books and journals (c) Wi-Fi connectivity, (d) Counselling, (e) Students feedback, (f) Placement cell, (g) Students Grievance Redressal Cell, (g) Alumni Association, (i) Women's Cell, (j) Research Cell, (k) Post Office , (l) Snack bar and Refreshment Centre, (m) Restrooms, (n) Reprographic centre, (o) Drinking water etc.

Procedure for admissions, curriculum transaction and evaluation

The admission notifications for BA Hindi programme, among others are being issued in leading national and regional dailies during June-July. The detailed information regarding admission is being given on the SDE website (www.ideku.net) and on the admission website (www.sde.keralauniversity.ac.in). Students seeking admission shall apply online.

Minimum Eligibility for Admission

Eligibility for admission to BA Hindi is a pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.

Fee Structure

The fee for the course is Rs.13605/-.Tuition fee is waived for students belonging to eligible categories.

Financial Assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST department as per the rules lay down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

Programme Delivery

The programme is being delivered with the help of SLM and Personal Contact progammes. The SLM is being dispatched to the students during each semester by hand or by post. And, at the end of each semester assignments are given and the marks are included in the ESA. The use of web-based tools is not in place yet, but steps are being initiated.

Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV, V and VI Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III, IV, V and VI Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
V and VI Semester	First week of April	
III and IV Semester	Second and Third week of April	
I and II Semester	Fourth week of April	

Evaluation

The evaluation of the programme will consist of two parts: a) Continuous Evaluation (CE) b) End Semester Evaluation (ESE) The CE and ESE ratio shall be 1:4 i.e. a maximum of 20 marks for CE and a maximum of 80 marks for ESE. There will be no separate minimum for CE and ESE. However, the minimum pass requirement of a course will be 40%. Minimum marks required for passing a programme will also be 40%.

The classification of results of the programme shall be done at the end of the 6th semester based on the total marks secured for all semesters and shall be as follows.

Candidates securing not less than 40% but below 50% - Third Class Candidates securing not less than 50% but below 60% - Second Class Candidates securing 60% and above - First Class

(a) Continuous Evaluation (CE): In a semester each student shall be required to submit one assignment and do one Test Paper/Practicum/Case Analysis for each course without which his/her results will be withheld. Those who submit their assignments after the due date will have to pay a late fee as fixed by the university from time to time. The components of CE are, Assignment (10 marks) and Test Paper/Practicum /Case Analysis (10 marks). The results of the CE shall be displayed in SDE website. Complaints regarding the award of marks for CE if any have to be submitted to the Programme Coordinator within 15 working days from the display of results of CE.

(b) End Semester Evaluation (ESE): End Semester Evaluation of all the Courses in all the semesters including the examination for Essay shall be conducted by the University.

Minimum attendance required for ESE will be 50%. However those who cannot secure the required percentage of attendance can appear for ESE by paying a condonation fee fixed by the University.

Examinations for odd and even semesters will be conducted together towards the end of every academic year.

Improvement of ESE - Candidates who have successfully completed the Semester, but wish to improve their marks for the End Semester Evaluation (ESE) shall have only one chance for the same along with the next immediate regular batch of students.

Requirement of the laboratory support and Library Resources:

A laboratory hour is not mandatory for BA Hindi, but students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 28,000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

Cost Estimate of the Programme and the Provisions (Base 2019-20)

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for B.A Hindi programme (100 students)
01	Pay and Allowance	435.00	600000
02	Contact classes and evaluation	80.00	15350
03	Course materials	100.00	19240
04	Advertisement charges	25.00	4800
05	Postage and telephone	7.4	1423
06	Books and Periodicals	3.5	673
07	Miscellaneous	9.95	1914
	Total	660.85	643400
	Provisions (6%)		38604
	Total		682004 Cost per student/ year=Rs.6820

Quality Assurance Mechanism and Expected Programme Outcomes

Quality Assurance Mechanism

The University Board of Studies for FDP Hindi programmes approves and reviews the syllabus, course content, and the Self Learning Material of BA Hindi offered in the distance mode also.

The overall ensuring of quality will be closely monitored by the Centre for Internal Quality Assurance, School of Distance Education.

The SDE, University of Kerala has devised the following mechanism for monitoring the effectiveness of the BA Hindi programme to enhance its standards of curriculum, instructional design etc.

(a) Established a Centre for Internal Quality Assurance (CIQA) at the University level to develop and put in place a comprehensive and dynamic internal quality assurance system to enhance the quality of the programmes offered through distance mode as per the norms and guidelines of the University Grants Commission (Open and Distance Learning) Regulations, 2017.

(b) The CIQA is periodically conducting institutional quality audits, to promote quality assurance and enhance as well as spread best- in-class practices of quality assurance. The CIQA conducts the quality audit by addressing the following seven broad areas, namely:

i. Governance, leadership and management
ii. Articulation of higher educational institutions objectives
iii. Programme development and approval processes
iv. Infrastructure resources
v. Learning environment and learner support
vi. Assessment & evaluation of learning outcomes
vii. Teaching quality and staff development

(c) The SDE has an approved panel of experts for preparing SML. The SLM prepared is being edited by the course coordinator. The CIQA also oversees the development and preparation of SLMs. Then submit the SLMs to the Board of Studies concerned for the approval. The SLMs are developed with the approach of self explanatory, self-contained, self-directed, self- motivating and self-evaluating.

(d) The SDE of the University has two full time faculty members exclusively for coordinating the programme and also has a panel of qualified guest teachers for counselling students and engaging in personal contact programmes in the Head Quarters at Thiruvananthapuram and study centres at Kollam, Adoor and Alappuzha.

Expected Programme Outcomes

Towards the end of the programme, students will be able to:

- Develop an ability to effectively communicate both orally and verbally in Hindi
- Develop self confidence and skills for working independently and in a team
- Have a foundation on literary theories, movements and history of Hindi literature
- Develop the ability to critically look at concepts, beliefs and ideas in society, while also learning to critically analyse texts and cultural artifacts.
- Have an increase awareness of the general issues prevailing in the society

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

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REGISTRAR
IN-CHARGE

UNIVERSITY OF KERALA

UNIVERSITY OF KERALA

School of Distance Education

Bachelor of Arts (History)

PROGRAMME PROJECT REPORT

1. University of Kerala

The University of Kerala is a State university located in Thiruvananthapuram, the capital city Kerala. University of Kerala is the first University in the State, originally established as the University of Travancore in 1937 and is the 16th oldest University of the country. The present territorial jurisdiction of the University extends to the revenue districts of Thiruvananthapuram, Kollam, Alapuzha and Pathanamthitta. The University of Kerala is offering courses in regular as well as distance mode. In regular mode the University offers wide range of programmes at the undergraduate, post graduate, MPhil, doctoral levels, post graduate diploma, diploma and certificate levels. In distance mode the University offers 13 UG and 13 PG programmes. The University of Kerala has undergone immense transformation on various fronts during the last 80 years. The University has been recognized by the UGC as per UGC Act, 1956 under Section 2 (f) and 12 (b) and has been reaccredited by NAAC with A grade in 2015. University also bagged the First Chancellor's Award for the Best University in Kerala in 2015. There are at present 223 affiliated colleges and 82 research centres under the University and have 42 teaching and research departments (under 11 schools), 10 teacher education centres, 7 UIMs and 17 UITs. There are at present 149 faculty members of which 30 are Professors, 35 Associate Professors and 84 Assistant Professors under its 42 teaching and research departments. In addition, there are 54 guest faculty members and 10 visiting faculty members working in the departments. Among the teaching faculty members 160 are PhD degree holders. 1492 administrative staff and 30 technical staff are also working in the University.

2. The School of Distance Education

The School of Distance Education (SDE), started in 1976 as a teaching and research department of the University of Kerala, is one of the pioneering centres of distance learning in the State. The aims and objectives of the school include:

- Democratizing higher education to large segments of the population, in particular the disadvantaged groups like those living in remote and rural areas, working people, and women.
- Providing an innovative system of university-level education which is both flexible and open in terms of methods, pace of learning, eligibility for enrollment and age of entry.
- Providing an opportunity for up-gradation of skills and qualifications.
- Developing education as a lifelong activity to enable persons to update their knowledge or acquire knowledge in new areas.

University of Kerala is one of the Universities in India having appointed permanent full time teaching faculty members for running the distance education programmes. The SDE has 19 permanent faculty members and 8 full time contract faculty members with diverse academic backgrounds and rich experience in the rank of Professors, Associate Professors and Assistant Professors. The school had recognition of the erstwhile Distance Education Council (DEC) for 45 programmes till 2014-15. In line with the efforts of the UGC to stream line the distance learning mode, the SDE also redefined its programmes and got the UGC recognition to offer 13 UG and 13 PG programmes from the academic year 2017-18 onwards. The SDE has no private off campus/learner support centres.

3. Details of the Proposed BA (History) Programme

(a) Programme's mission & Objectives

i. Mission

The University System is a respected higher- learning organization known for its distinctive strengths in providing superior and relevant distance learning programs to its learners. In keeping with this vision of the University of Kerala, the B.A History degree course tries to

(1) To provide quality higher education with emphasis on educating the public by offering respected, relevant, accessible and affordable, student- focused programs, which prepare them for service and leadership in a diverse community.

(2) It also tries providing access to educational opportunities to a highly qualified, diverse student population unable to participate in traditional academic activities; and offer pertinent and rigorous courses and programs to meet the academic needs of all students.

ii. Objectives

1. To provide an effective alternative path to wider opportunities in education and especially in higher education.

2. To provide an efficient and less expensive education

3. To provide education facilities to all qualified and willing persons

4. To provide opportunities of academic pursuits to educated citizens willing to improve their standard of knowledge

5. To provide education facilities to those individuals who look upon education as a life- long activity

(b) Relevance of the Program with HEI's Mission and Goals

Offered in the distance mode, BA History course will be arranged in such a way that it will meet the primary objectives of the Open and Distance Learning (ODL) as proposed by various committees constituted by the HEIs for proposing reforms of improvement.

More over the B.A History Programme was designed as a foundation course to the students who wishes to go for the wider spectrum of knowledge offered through the M.A

Degree Course. The syllabus and curriculum is prepared at par with the syllabus and curriculam offered by the University of Kerala through regular scheme.

(c) Nature of Prospective Target Group of Learners

The B.A Degree course is distinctive for giving the students a proper perspective on the past. It gives as much attention to political, economic, social and cultural developments occurred in the past with a view to create awareness on the all- round changes occurred in the past.

B.A History course offers students a wide range of intellectual inputs from broad survey courses that look at particular themes or regions over a long period of time. Throughout the course the students learn to analyse complex evidence from a variety of sources, to develop analytical powers and to present findings effectively.

By looking at the history of different cultures, a History student can build up a better understanding of why certain peoples act the way they do. Looking at the history of the USA we can see why race tensions continued on past the abolition of slavery and arguably remain today. In reading the history of India we can see why the Caste system still remains in the subcontinent. By studying at the various tributaries of humanity, a broad cultural awareness is yours for the taking.

(d) Appropriateness of Programme to Be Conducted in Open and Distance Learning Mode to Acquire Specific Skills and Competence

This course is designed to develop a number of important skills in undergraduates. Among these are:

- acquiring a broad range of historical knowledge and understanding, including a sense of development over time, and an appreciation of the culture and attitudes of societies other than our own;
- evaluating critically the significance and utility of a large body of material, including evidence from contemporary sources and the opinions of more recent historians;
- engaging directly with questions and presenting independent opinions about them in arguments that are well- written, clearly expressed, coherently organised and effectively supported by relevant evidence;
- gaining the confidence to undertake self-directed learning, making the most effective use of time and resources, and increasingly defining one's own questions and goals.

These are valuable skills in themselves. They are also highly sought after by employers. Well-qualified History graduates from Cambridge have no difficulty in getting good jobs in a very wide range of occupations - in business and finance, in public administration, in journalism and broadcasting, in teaching at a number of levels, or in research-based careers of various kinds. History is not as obviously vocational as some courses, but it combines an excellent training in vital skills with a high degree of interest and enjoyment.

(e) Instructional Design

(i) Programme Details

SEM	Course Code	Course Title	Number of Credits	CE (Marks)	ESE (Marks)	Total
I	EN 1111	Language Course 1 (English-1)	4	20	80	100
	M/H 11 11	Language Course 11 (Addl. Language-1)	4	20	80	100
	EN 1121	Foundation Course 1	2	20	80	100
	HY1141	Core1-Methodology and Perspectives of Social Sciences	4	20	80	100
	PS1131	Complementary1– (Political Science)- Introduction to Political Theory	2	20	80	100
	EC1131	Complementary 11 – (Economics) Foundation of Economic Theory	2	20	80	100
		TOTAL	**18**	**120**	**480**	**600**
II	EN 1211	Language Course 111 (English-11)	4	20	80	100
	EN1212	Language Course 1V (English-111)	3	20	80	100
	M/H 12 11	Language Course V (Addl. Language-11)	3	20	80	100
	HY1241	Core 11-Cultural Formations of the Pre-Modern World	4	20	80	100
	PS1231	Complementary 111– (Political Science)- Introduction to Political Theory	3	20	80	100
	EC 1231	Complementary 1V– (Economics)-Money and Banking	3	20	80	100
			20	**120**	**480**	**600**

		TOTAL				
III	EN 1311	Language Course V1 (English-IV)	4	20	80	100
	M/H 1211	Language Course V11 (Addl. Language- 111)	4	20	80	100
	HY1321	Foundation Course-11-Informatics	3	20	80	100
	HY1341	Core 111- Evolution of Early Indian Society and Culture	4	20	80	100
	PS1331	Complementary V – (Political Science)- Public Administration	3	20	80	100
	EC1131	Complementary VI – (Economics)-Public Finance and Banking	3	20	80	100
		TOTAL	**21**	**120**	**480**	**600**
IV	EN 1411	Language Course V111 (English-V)	4	20	80	100
	M/H 1411	Language Course IX (Addl. Language-IV)	4	20	80	100
	HY1441	Core IV Medieval India: Socio-Cultural Processes	4	20	80	100
	HY3442	Core V- History of Modern World-Part 1	3	20	80	100
	PS1431	Complementary V11 – (Political Science)-International Politics	3	20	80	100
	EC1431	Complementary V111 (Economics)-Indian Economy Since Independence	3	20	80	100
		TOTAL	**21**	**120**	**480**	**600**
	EN 1541	Core V1- Major Trends in Historical Thoughts and Writings	4	20	80	100
	HY 1542	Core V11- Colonialism and Resistance Movements in India	4	20	80	100
	HY1543	Core V111- History of Modern World-Part 11	2	20	80	100
	HY1544	Core 1X- History of Pre-Modern Kerala	4	20	80	100

V	HY 1545	Core 1X- Making of Indian Nation	4	20	80	100
	HY 1551.3	Open Course- History of Human Rights Movement	2	20	80	100
		TOTAL	**20**	**120**	**480**	**600**
VI	EN 1641	Core X1- Making of Modern Kerala	4	20	80	100
	HY 1642	Core X11- Major Trends in Indian Historical Thoughts and Writings	4	20	80	100
	HY1643	Core X111- Contemporary India	4	20	80	100
	HY1544	Core XIV- Twentieth Century Revolutions	3	20	80	100
	HY 1661.7	Elective- History of Human Rights Movement	2	20	80	100
	HY 1645	Project/General Essay	4	-	80+ 20(Viva-Voce) / 100	100
		TOTAL	**21**	**100**	**500**	**600**
		GRAND TOTAL	**120**	**700**	**2900**	**3600**

(ii) Duration of the Programme

The programme consists of 6 Semesters spreading to three years.

(iii) Faculty and Support Staff Requirement

There is two full time faculty members available and one of them coordinates the BA Programme in English. There is sufficient staff support from the SDE office for processing administrative work. The service of qualified guest teachers and experts from panels approved by the Vice Chancellor are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

(iv) Instructional Delivery Mechanisms

In addition to providing Self Learning Material, students are offered 60 contact hours each

semester, conducted over 10 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use web resources. In the instructional delivery mechanism efforts were made to establish a positive classroom environment to make the classroom a pleasant, friendly place; accept individual differences, begin lessons by giving clear instructions, maintain student attention and providing suitable seatwork.

(f) Procedure for Admissions, Curriculum Transaction and Evaluation

(i) Admission and Eligibility

Applications for admissions are received online. Eligibility for admission to BA History is a pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.

Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV, V and VI Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III, IV, V and VI Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
V and VI Semester	First week of April	
III and IV Semester	Second and Third week of April	
I and II Semester	Fourth week of April	

(ii) Fee Structure: The fee for the course is Rs.13605/-.

(iii) Financial Assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST department as per the rules lay down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

(iv) Programme Delivery

Curriculum is transacted in the Distance Mode with the help of Self Learning Material and Personal Contact Classes.

The use of web-based tools is not in place yet, but steps are being initiated.

(v) Evaluation

Evaluation is continuous and end semester.

Continuous Evaluation requires the submission of one assignment and one Test Paper for each course carrying 10 marks each.

End Semester Examinations are conducted by the Controller of Examinations, University of Kerala. The written exams carry 80 marks per paper.

(g) Requirement of the Laboratory Support and Library Resources

A laboratory hour is not mandatory for BA History, but students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 28,000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

(h) Cost Estimate of the Programme and the Provisions

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for B.A History programme (500 students)
01	Pay and Allowance	435.00	1004400
02	Contact classes and evaluation	80.00	384707
03	Course materials	100.00	23088
04	Advertisement charges	25.00	57721
05	Postage and telephone	7.4	17085
06	Books and Periodicals	3.5	8080
07	Miscellaneous	9.95	22973
	Total	660.85	1518054
	Provisions (6%)		149459
	Total		1667513 Cost per student/ year=Rs.3335

(i) Quality assurance mechanism and expected programme outcomes

(i) Quality Assurance Mechanism

The University Board of Studies for FDP History programmes approves and reviews the syllabus, course content, and the Self Learning Material of BA History offered in the distance mode also.

The overall ensuring of quality will be closely monitored by the Centre for Internal Quality Assurance, School of Distance Education.

(ii) Expected Programme Outcomes

Towards the end of the programme, students will be able to:

- Develop an ability to effectively communicate both orallyand verbally
- Appreciate importance of working independently and in a team
- Develop an understanding of various arts and humanities subjects
- Develop self-confidence and awareness of general issues prevailing in the society
- Write competitive examinations for securing lucrative jobs as officers/administrators in government or other public/ private sectors etc.
- Develop an understanding of Indian economy, history of human rights movement, major trends in Indian historical thoughts and writings, Political science, Public finance and banking etc.

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

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REGISTRAR
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UNIVERSITY OF KERALA

UNIVERSITY OF KERALA
School of Distance Education

Bachelor of Arts (Political Science)
PROGRAMME PROJECT REPORT

Details of the Proposed B A Political Science Programme

Mission & Objectives

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education to all, the programme, BA Political Science aims to familiarize the students with Social Sciences in general and Political Science as a discipline in particular, the key concepts of Political Science and the significance of Political Science.

The B A programme in Political Science is well designed for students who have interest to develop their career as a Social Science teacher in secondary and higher educational institutions. In addition the Political Science students can search their career options in interest groups, non-profit organizations and for positions in local, state, and central legislative and bureaucratic offices. In addition to this, the course is also useful for LLB students for widening the horizon of institutional and theoretical knowledge of Political Science through the study of state and government, policy concerns, laws, etc

The programme aims at the following objectives:

- To create an awareness on the various concepts of Political Science
- To educate students with the diverse theories, models, approaches and intellectual traditions of Political Science which are the prerequisites for both scholars and teachers in the discipline.
- To prepare students for their entry into post graduation programmes in Political Science, International Relations, Gandhian Studies, etc. and careers in teaching, civil service and others.

Relevance of the program with HEI's Mission and Goals

The BA Political Science programme offered through distance mode is closely aligned with the vision and mission of the same programme offered through regular mode in University of Kerala. For that it follows the same syllabus and curriculum of the regular programme offered through the affiliated colleges of the University of Kerala. BA Political Science in the distance mode will be a feeder programme for the MA Political Science programme offered by the university. The programme intends to provide quality education at the graduation level to all students. As a higher education programme it orients the students towards teaching, research and service to the public. Materializing such objectives we offer knowledge based at the same time socially responsible education in Political Science at an affordable cost.

Nature of Prospective Target Group of Learners:

BA programme in Political Science has wide demand, and only a small percentage of the students are being accommodated in the regular mode through affiliated colleges. This will join the attempt to democratising higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of learning, eligibility for enrolment and age of entry. Different from the same regular programme, generally students under distance mode constitute pupils from rural areas, poor socio-economic background and marginalized sections. Permanent or temporarily employed men and women in different age groups also seek the programme for their career advancement. Besides a segment of women who want to pursue higher studies after marriage also come up for the same programme.

Appropriateness of programme to be conducted in Open and Distance learning mode to acquire specific skills and competence:

The following skills and competencies can be acquired through distance mode of learning without fail which is generally essential for a bachelor's degree in Political Science.

- **Understanding skill**: the programme helps the students to develop their understanding level through the study of basic concepts in Political Science such as state, government, civil society, public opinion, political parties, etc.
- **Analytical skill**: The programme helps to provide an analytical capacity for students through data analysis and interpretation of political problems, issues, concerns and policy challenges. .
- **Teaching skill:** The Programme impart necessary teaching skills among students by educating them with the diverse theories, models, approaches and intellectual traditions in Political Science.
- **Research skill:** The Programme gives training in the appropriate research skills necessary for their entry into post graduation programmes. As part of research training a student can develop his/her ability in critical thinking and analysis.
- **Writing skill:** The programme practices the students in academic writing and equally helps them to improve their presentation skills.
- **Community participation skill**: The programme also helps the students to interact and participate with different communities to enable them to identify social problems around them.

Instructional Design:

Scheme of First Degree Programme in Political Science

SEM	COURSE CODE	COURSE TITLE	NUMBER OF CREDITS	CE (Marks)	ESE (Marks)	Total
I	EN 1 1 1 1	English – I	4	20	80	100
	1 1 1 1	Addl. Language I	3	20	80	100
	EN1 1 2 1	Foundation Course I	2	20	80	100
	PS 1 1 4 1	Core I- Methodology and Perspectives of Social Sciences	4	20	80	100
	EC 1 1 3 1	Complementary I – Economics (EC1131- Foundations of Economic Theory)	2	20	80	100
	HY 1 1 3 1	Complementary II – History (D-HY 1131.2 - History of Modern World [1789-1900])	2	20	80	100
		Total	**17**	**120**	**480**	**600**
II	EN 1 2 1 1	English II	4	20	80	100
	EN 1 2 1 2	English III	3	20	80	100
	1 2 1 1	Addl. Language II	3	20	80	100
	PS 1 2 4 1	Core II – Introduction to Political Science	4	20	80	100
	EC 1 2 3 1	Complementary III – Economics (EC1231 - Money and Banking)	3	20	80	100
	HY 1 2 3 1	Complementary IV – History (D-HY 1231.2 History of Modern World [1901-1920])	3	20	80	100
		Total	**20**	**120**	**480**	**600**
	EN 1 3 1 1	English IV	4	20	80	100

	1 3 1 1	Addl. Language III	4	20	80	100
III	PS 1 3 2 1	Foundation Course II (Informatics and Political Science)	3	20	80	100
	PS 1 3 4 1	Core III –Indian Constitution	4	20	80	100
	EC 1 3 3 1	Complementary V – Economics (EC1131 – Public Finance and Trade)	3	20	80	100
	HY1 3 3 1	Complementary VI – (D-HY 1331.2 - History of Modern World (1921-1945)	3	20	80	100
		Total	**21**	**120**	**480**	**600**
	EN 1 4 1 1	English V	4	20	80	100
	1 4 11	Addl. Language IV	4	20	80	100
IV	PS 1 4 4 1	Core IV- Dynamics of Indian Political System	4	20	80	100
	PS 1 4 4 2	Core V – Introduction to Comparative Politics	3	20	80	100
	EC 1 4 3 1	Complementary VII – Economics (EC1431- Indian Economy Since Independence)	3	20	80	100
	HY 1 4 3 1	Complementary VIII – History (D-HY1431.2 - History of Modern World [After 1946])	3	20	80	100
		Total	**21**	**120**	**480**	**600**
	PS 1 5 4 1	Core VI- Public administration	4	20	80	100
	PS 1 5 4 2	Core VII – Ancient and Medieval Political Thought	4	20	80	100
V	PS 1 5 4 3	Core VIII – International Relations	2	20	80	100
	PS 1 5 4 4	Core IX – Research Methods in Political Science	4	20	80	100
	PS 1 5 4 5	Core X- Human Rights in India	4	20	80	100
	1551	Open Course I	2	20	80	100
		Total	**20**	**120**	**480**	**600**
	PS 1 6 4 1	Core XI – Modern Political Thought	4	20	80	100

VI	PS 1 6 4 2	Core XII – State and Society in Kerala	4	20	80	100
	PS 1 6 4 3	Core XIII – Decentralization and Participatory Democracy	4	20	80	100
	PS 1 6 4 4	Core XIV – New Social Movements	3	20	80	100
	PS 1 6 5 1.1	Open II – (Elective) Globalization and Political Systems	2	20	80	100
	PS 1 6 4 5	Essay/ Project	4	-	80+20 (100)	100
		Total	**21**	**100**	**500**	**600**
		Grand Total	**120**	**720**	**2880**	**3600**

Duration of the Programme

6 Semesters, three years; offered in the month of July

Faculty and Support Staff Requirement

There are two full time faculty members available and one of them coordinates the BA Programme in Political Science. There is sufficient staff support from the SDE office for processing administrative work. The service of qualified guest teachers and experts from panels approved by the Vice Chancellor are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

Instructional Delivery Mechanisms

In addition to providing Self Learning Material, students are offered 60 contact hours each semester, conducted over 10 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use authentic web resources from genuine sites.

Procedure for admissions, curriculum transaction and evaluation:

1. Admission

Applications for admissions are received online. Eligibility for admission to BA Political Science is a pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.

2. **Fee structure** : Rs. 13,605/- (Rupees twelve thousand five hundred only)

3. Financial Assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST department as per the rules laid down by the government of Kerala and will be remitted to Kerala University

Fund (KUF).

4. Programme Delivery

The programme is being delivered with the help of SLM and Personal Contact progammes. The SLM is being dispatched to the students during each semester by hand or by post. And, at the end of each semester assignments are given and the marks are included in the ESA. The use of web-based tools is not in place yet, but steps are being initiated.

5. Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV, V and VI Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III, IV, V and VI Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
V and VI Semester	First week of April	
III and IV Semester	Second and Third week of April	
I and II Semester	Fourth week of April	

6. Evaluation

The evaluation of the programme will consist of two parts: a) Continuous Evaluation (CE) b) End Semester Evaluation (ESE) The CE and ESE ratio shall be 1:4 i.e. a maximum of 20 marks for CE and a maximum of 80 marks for ESE. There will be no separate minimum for CE and ESE. However, the minimum pass requirement of a course will be 40%. Minimum marks required for passing a programme will also be 40%.

The classification of results of the programme shall be done at the end of the 6th semester based on the total marks secured for all semesters and shall be as follows.

Candidates securing not less than 40% but below 50% - Third Class

Candidates securing not less than 50% but below 60% - Second Class

Candidates securing 60% and above - First Class

(a) Continuous Evaluation (CE): In a semester each student shall be required to submit one assignment and do one Test Paper for each course without which his/her results will be

withheld. Those who submit their assignments after the due date will have to pay a late fee as fixed by the university from time to time. The components of CE are, Assignment (10 marks) and Test Paper (10 marks). The results of the CE shall be displayed in SDE website. Complaints regarding the award of marks for CE if any have to be submitted to the Programme Coordinator within 15 working days from the display of results of CE.

(b) End Semester Evaluation (ESE): End Semester Evaluation of all the Courses in all the semesters including the examination for Essay shall be conducted by the University.

Minimum attendance required for ESE will be 50%. However those who cannot secure the required percentage of attendance can appear for ESE by paying a condonation fee fixed by the University.

Examinations for odd and even semesters will be conducted together towards the end of every academic year.

Improvement of ESE - Candidates who have successfully completed the Semester, but wish to improve their marks for the End Semester Evaluation (ESE) shall have only one chance for the same along with the next immediate regular batch of students.

Requirement of the laboratory support and Library Resources

A laboratory hour is not mandatory for BA political science, but students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 28,000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

Cost Estimate of the Programme and the Provisions (Base 2019-20)

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for B.A Political Science programme (100 students)
01	Pay and Allowance	435.00	360000
02	Contact classes and evaluation	80.00	30700
03	Course materials	100.00	38400
04	Advertisement charges	25.00	9600
05	Postage and telephone	7.4	2800
06	Books and Periodicals	3.5	1300
07	Miscellaneous	9.95	3800
	Total	660.85	442800
	Provisions (6%)		26568

	Total		469368 Cost per student/ year=Rs.4694

Quality Assurance Mechanism

The University Board of Studies for FDP Political Science programmes approves and reviews the syllabus, course content, and the Self Learning Material of BA Political Science offered in the distance mode also.

The overall ensuring of quality will be closely monitored by the Centre for Internal Quality Assurance, School of Distance Education.

Expected Programme Outcomes

Towards the end of the programme, students will be able to:

- Understand the political institutions in local, national and international level
- Compare the government of developing , developed and under developed nations
- Analyze the political thoughts of western and Indian political thinkers
- Understand the major political and social issues prevailing in the country
- Know the nature and extent of basic ideas of Indian constitution
- Understand major political theories such as democracy, liberalism, socialism, etc.
- Develop their career as journalist in mass media, legal and political spokesman of the different political institutions such as political parties, interest and pressure groups, etc.
- Develop their career as academicians as well as active participants in political life
- Prepare for competitive examinations conducted by UPSC, PSC, SSC, etc

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

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Thiruvananthapuram - 695 581

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UNIVERSITY OF KERALA

UNIVERSITY OF KERALA
School of Distance Education
Bachelor of Arts (Sociology)
PROGRAMME PROJECT REPORT

(a) Programme's Mission & Objectives

Mission

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education to all, the programme BA Sociology aims to familiarize the students with the emergence of Social Sciences and Sociology as a discipline, key sociological concepts and the significance of sociology in the undergraduate level.

Objectives

- Develop an understanding of historical roots of Social Science
- To create an awareness on the various concepts of sociology
- To identify the relevance of Sociology as a discipline and its application

(b) Relevance of the program with HEI's Mission and Goals

Offered in the distance mode, BA Sociology will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focussed, quality and cost conscious but socially responsible education.

BA Sociology in the distance mode will be a feeder programme for the MA Sociology programme offered by the university, and it follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala.

(c) Nature of Prospective Target Group of Learners

BA programme in Sociology has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges. This will join the attempt to democratising higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of learning, eligibility for enrolment and age of entry.

Understanding the needs of the learners we have structured our learning material and induction programmes to lead the fresh learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.

(d) Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence

The BA Sociology programme will see to ensure the following skills and competences in the learners.

1. Understanding skill: Students are trained to understand origin and survival of society and social relationships and develop an understanding of clarity in basic concepts in sociology.
2. Analytical skill: To identify the relevance of sociology as a discipline and its application.
3. Community participation skill: Students are encouraged to interact and participate with different communities to enable them to identify social problems around them.
4. Research skill: To provide an understanding of the fundamentals of social research and its applications.

(e) Instructional Design

Scheme of First Degree Programme under Credit and Semester System (CSS) in Sociology

Semester	Course Code	Course Title	Number of Credits	CE (Marks)	ESE (Marks)	Total
I	EN 1 1 1 1.1	Language Course I (English- I)	4	20	80	100
	ML/HN 1111.1	Course II (Addl. La ngua ge)	3	20	80	100
	EN 1 1 2 1	Foundation Course I (English)	2	20	80	100
	SG 1 1 4 1	Core- I- Introduction to Social Sciences	4	20	80	100
	PS 1 1 3 1	Complementary I – Political Science (Principles of political Science.)	2	20	80	100
	HY 1 1 3 1.1	Complementary II- History (History of Modern India during 1857- 190 0)	2	20	80	100
		T OTAL	**17**	**120**	**480**	**600**

II	EN 1 2 1 1.1	Language Course III (English II)	4	20	80	100
	EN 1 2 1 2.1	Language Course IV (English III)	3	20	80	100
	ML/HN 1 2 1 1.1	Language Course V (Addl. Language II)	3	20	80	100
	SG 1 2 4 1	Core II- Understanding Indian Society	4	20	80	100
	PS 1 2 3 1	Complementary III- Political Science (Introduction to Political Theory)	3	20	80	100
	HY 1 2 3 1.1	Complementary IV- History (History of Modern India during 1901-1920)	3	20	80	100
	T OTAL		**20**	**120**	**480**	**600**
III	EN 1 3 1 1 .1	Language Course VI (English- IV)	4	20	80	100
	ML/HN 1 3 1 1. 1	Language Course VII (Addl. Language III)	4	20	80	100
	SG 1 3 2 1	Foundation Course II (Informatics)	3	20	80	100
	SG 1 3 4 1	Core III -Sociological Theory	4	20	80	100
	PS 1331	Complementary V-Political science (Public Administration)	3	20	80	100
	HY 1331.1	Complementary VI- History (History of Modern India 1921-1947)	3	20	80	100
	T OTAL		**21**	**120**	**480**	**600**
IV	EN 1 4 1 1 .1	Language Course VIII (English V)	4	20	80	100
	ML/HN 1411.1	Language Course IX (Addl. Language IV)	4	20	80	100

	SG 1441	Core IV- Research Methodology	4	20	80	100
	SG 1442	Core V– Social Psychology	3	20	80	100
	PS 1431	Complementary VII-Political Science (International politics)	3	20	80	100
	HY 1431.1	History (History of contemporary India After 1948)	3	20	80	100
		T OTAL	**21**	**120**	**480**	**600**
V	SG 1 5 4 1	Core VI- Structure & Transformation of Kerala Society	4	20	80	100
	SG 1 5 4 2	Core VII - Sociology of Development	2	20	80	100
	SG 1 5 4 3	Core VIII – Gender and Society	4	20	80	100
	SG 1 5 4 4.1	Core IX– Rural Development	4	20	80	100
	SG 1 5 4 5.1	Core X-Social Anthropology	4	20	80	100
	SG 1 5 5 1.1	Open I- Life Skill Education	2	20	80	100
	SG 1 6 4 5	Project Work	-	-	-	-
		TOTAL	**20**	**120**	**480**	**600**
VI	SG 1 6 4 1	Core XI – Environmental Sociology	4	20	80	100
	SG 1 6 4 2	Core XII– Public Health & Social Epidemiology	4	20	80	100
	SG 1 6 4 3.2	Core XIII- Social Welfare Administration	4	20	80	100
	SG 1 6 4 4.1	Core – XIV Crime and Society	3	20	80	100
	SG 1 6 6 1.2	Elective 1- Tourism and Society	2	20	80	100

	SG 1 6 4 5	Dissertation	4	-	80+20 (Viva-Voce)	100
	TOTAL		**21**	**100**	**500**	**600**
	GRAND TOTAL		**120**	**700**	**2900**	**3600**

(f) Duration of the programme

6 Semesters, three years.

(g) Faculty and support staff requirement

There are two full time faculty members available and one of them coordinates the BA Programme in Sociology. There is sufficient staff support from the SDE office for processing administrative work. The service of qualified guest teachers and experts from panels approved by the Vice Chancellor are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

(h) Instructional delivery mechanisms

In addition to providing Self Learning Material, students are offered 60 contact hours each semester, conducted over 10 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use authentic web resources from genuine sites.

(f) Procedure for admissions, curriculum transaction and evaluation:

Applications for admissions are received online. Eligibility for admission to BA Sociology is a pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.

Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV, V and VI Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III, IV, V and VI Semester	First week of July	

I & II Semester	First week of November
Schedule of examinations	
Course	Schedule
V and VI Semester	First week of April
III and IV Semester	Second and Third week of April
I and II Semester	Fourth week of April

(i) Fee structure: RS 13605/- fore full programme.

Tuition fee is waived for students belonging to eligible categories.

(j) Financial assistance

Concession for tuition will be given to SC/ ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed from SC/ ST department as per the rules laid down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

(k) Curriculum is transacted in the Distance Mode with the help of Self Learning Material and Personal Contact Classes.

The uses of web-based tools are not in place yet, but steps are being initiated.

(l)Evaluation is continuous and end semester.

Continuous Evaluation requires the submission of one assignment and one Test Paper for each course carrying 10 marks each (total 20 marks).

End Semester Examinations are conducted by the Controller of Examinations, University of Kerala. The written exams carry 80 marks per paper.

(m) Requirement of the laboratory support and Library Resources

Laboratory hours are not mandatory for BA Sociology, but students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 28,000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non- members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

(n) Cost Estimate of the Programme and the Provisions (Base 2019-20)

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for B.A Sociology programme (900 students)
01	Pay and Allowance	435.00	1560000
02	Contact classes and evaluation	80.00	800000
03	Course materials	100.00	80000
04	Advertisement charges	25.00	96000
005	Postage and telephone	7.4	28000
06	Books and Periodicals	3.5	13000
07	Miscellaneous	9.95	38000
	Total	660.85	2577000
	Provisions (6%)		154620
	Total		2692400 Cost per student/ year=Rs.3035

(o) Quality assurance mechanism

The University Board of Studies for Sociology programmes approves and reviews the syllabus, course content, and the Self Learning Material of BA Sociology offered in the distance mode also.

The quality of the programme will also be closely monitored by the Centre for Internal Quality Assurance, School of Distance Education.

(p) Expected outcomes

- The students will gain a new dimension about societal life.
- The students will develop a critical analysis of social actions and its effects and consequences in the society
- The subject will develop a sense of "social being" rather than human being among students.

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

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REGISTRAR
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UNIVERSITY OF KERALA

UNIVERSITY OF KERALA
School of Distance Education

Bachelor of Arts (Economics)
PROGRAMME PROJECT REPORT

1. University of Kerala

The University of Kerala is a State university located in Thiruvananthapuram, the capital city Kerala. University of Kerala is the first University in the State, originally established as the University of Travancore in 1937 and is the 16th oldest University of the country. The present territorial jurisdiction of the University extends to the revenue districts of Thiruvananthapuram, Kollam, Alapuzha and Pathanamthitta. The University of Kerala is offering courses in regular as well as distance mode. In regular mode the University offers wide range of programmes at the undergraduate, post graduate, MPhil, doctoral, post graduate diploma, diploma and certificate levels. In distance mode the University offers 13 UG and 13 PG programmes. The University of Kerala has undergone immense transformation on various fronts during the last 80 years. The University has been recognized by the UGC as per UGC Act, 1956 under Section 2 (f) and 12 (b) and has been reaccredited by NAAC with A grade in 2015. University also bagged the First Chancellor's Award for the Best University in Kerala in 2015. There are at present 223 affiliated colleges and 82 research centres under the University and have 42 teaching and research departments (under 11 schools), 10 teacher education centres, 7 UIMs and 17 UITs. There are at present 149 faculty members of which 30 are Professors, 35 Associate Professors and 84 Assistant Professors under its 42 teaching and research departments. In addition, there are 54 guest faculty members and 10 visiting faculty members working in the departments. Among the teaching faculty members 160 are PhD degree holders. 1492 administrative staff and 30 technical staff are also working in the University.

2. The School of Distance Education

The School of Distance Education (SDE), started in 1976 as a teaching and research department of the University of Kerala, is one of the pioneering centres of distance learning in the State. The aims and objectives of the school include:

- Democratizing higher education to large segments of the population, in particular the disadvantaged groups like those living in remote and rural areas, working people, and women.
- Providing an innovative system of university- level education which is both flexible and open in terms of methods, pace of learning, eligibility for enrollment and age of entry.
- Providing an opportunity for up-gradation of skills and qualifications.
- Developing education as a lifelong activity to enable persons to update their knowledge or acquire knowledge in new areas.

University of Kerala is one of the Universities in India having appointed permanent full time teaching faculty members for running the distance education programmes. The SDE has 19 permanent faculty members and 8 full time contract faculty members with diverse academic backgrounds and rich experience in the rank of Professors, Associate Professors and Assistant Professors.

The school had recognition of the erstwhile Distance Education Council (DEC) for 45 programmes till 2014-15. In line with the efforts of the UGC to stream line the distance learning mode, the SDE also redefined its programmes and got the UGC recognition to offer 13 UG and 13 PG programmes from the academic year 2017-18 onwards. The SDE has no private off campus/learner support centres.

3. Details of the Proposed B.A. Programme

(a) Programme's Mission & Objectives

Mission

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education to all, the programme BA Economics intends to deliver a meaningful educational experience that will prepare students to participate effectively and also to contribute productively in the affairs of our society using knowledge learned during their study of economics.

Objectives

1) To enable learners to develop a sound understanding of economic principles.
2) To provide a general understanding of the functioning of economic systems and the role of institutions, groups and regions within that system.
3) To impart skills in relevant quantitative techniques and methods of economic analysis.
4) To make the students capable of undertaking critical evaluation of contemporary economic issues.
5) To prepare the students for a range of careers in both public as well as private sectors, including higher academic pursuits by imparting subject specific and generic skills.

(b) Relevance of the Program with HEI's Mission and Goals

The programme BA Economics, offered through distance mode will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focussed, quality and cost conscious but socially responsible education.

BA Economics in the distance mode will be a feeder programme for the MA Economics programmes offered by the university, and it follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala.

(c) Nature of Prospective Target Group of Learners

A BA programme in Economics is one of the most sought after programmes for higher education, and only a small percentage of the students are being accommodated in the regular

mode through colleges. Therefore a BA Economics programme offered through distance mode will help to democratise higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of learning, eligibility for enrolment and age of entry.

Understanding the needs of the learners we have structured our learning material and induction programmes to lead the fresh learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.

(d) Appropriateness of programme to be conducted in Open and Distance learning mode to acquire specific skills and competence:

The BA Economics programme aims to develop three important skills in the students:

Subject specific skills:

- To have knowledge on the fundamentals of economics.
- To have an understanding of quantitative methods and computing techniques relevant to the study of economics.
- To have a strong foundation and understanding of economic theories and concepts so as to pursue higher academic qualifications.
- To have knowledge of relevance of economics to the study of society.

Cognitive skills

- To identify and explore important economic issues.
- To interpret data and produce analytical practical reports.
- To deploy high level of analysis and critical judgment in relation to theory and methods. Practical skills
- The ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form.
- The ability to use computer applications.

(e) Instructional Design

Course Structure and Mark Distribution

Sem No.	Course Code	COURSE TITLE	Number of credits	CE Marks	ESE Marks	Total
	EN 1111.1	Languages Course I (English -I)	4	20	80	100
	ML/HN 1111.1	Languages Course II (Addl. Languages)	3	20	80	100
	EN 1121	Foundation Course I	2	20	80	100
	ECD 1141	Core I Methodology and Perspectives of Social Sciences	4	20	80	100

I	PS 1131	Complementary I- Political Science (Principles of political Science)	2	20	80	100
	HY 1131.1	Complementary II- Indian History [History of Modern India (1857-1900)]	2	20	80	100
		TOTAL	**17**	**120**	**480**	**600**
Sem no.	**Course Code**	**COURSE TITLE**	**Number of credits**	**CE Marks**	**ESE Marks**	**Total**
II	EN 1211.1	Languages Course III (English -II)	4	20	80	100
	EN 1212.1.	Languages Course IV (English -III)	3	20	80	100
	ML/HN 1211.1	Languages Course V(Addl.Languages II)	3	20	80	100
	ECD 1241	Core II Micro Economics I	4	20	80	100
	PS 1231	Complementary III- Political Science (Introduction to Political Theory)	3	20	80	100
	HY 1231.3	Complementary IV- Indian History [History of Modern India (1901- 1920)]	3	20	80	100
		TOTAL	**20**	**120**	**480**	**600**
Sem no.	**Course Code**	**COURSE TITLE**	**Number of credits**	**CE Marks**	**ESE Marks**	**Total**
	EN 1311.1	Languages Course VI (English -IV)	4	20	80	100
III	ML/HN 1311.1	Languages Course VII (Addl. Languages III)	4	20	80	100
	ECD 1321	Foundation Course II- Informatics	3	20	80	100
	ECD 1341	Core III Micro Economics II	4	20	80	100
	PS 1331	Complementary V Political Science (Public Administration)	3	20	80	100
	HY 1331.5	Complementary VI Indian History [History of Modern India (1921- 1947)]	3	20	80	100
		TOTAL	**21**	**120**	**480**	**600**
Se m No.	**Course Code**	**COURSE TITLE**	**Number of Credits**	**CE Marks**	**ESE Marks**	**Total**
	EN1411.1	Languages Course VIII (English -V)	4	20	80	100
	ML/HN 1411.1	Languages Course IX (Addl. Languages - IV)	4	20	80	100

IV	ECD 1441	Core IV Basic Tools for Economics I	4	20	80	100
	ECD 1442	Core V Macro Economics I	3	20	80	100
	PS 1431	Complementary VII Political Science (International Politics)	3	20	80	100
	HY 1431.1	Complementary VIII- Indian History [History of Contemporary India (After1948)]	3	20	80	100
		TOTAL	**21**	**120**	**480**	**600**

Sem No.	**Course Code**	**COURSE TITLE**	**Number of Credits**	**CE Mark s**	**ESE Marks**	**Total**
V	ECD 1541	Core VI Money and Modern Banking	4	20	80	100
	ECD 1542	Core VII Macro Economics II	4	20	80	100
	ECD 1543	Core VIII Economics of Growth and Development	2	20	80	100
	ECD 1544	Core IX Indian Economy	4	20	80	100
	ECD 1545	Core X Public Economics	4	20	80	100
	ECD 1551	Open Course - Human Resources Management	2	20	80	100
		TOTAL	**20**	**120**	**480**	**600**

Sem No.	**Course Number**	**COURSE TITLE**	**Number of Credits**	**CE Marks**	**ESE Marks**	**Total**
VI	ECD 1641	Core XI Kerala Economy	4	20	80	100
	ECD 1642	Core XII- Financial Economics	4	20	80	100
	ECD 1643	Core XIII Basic Tools for Economics II	4	20	80	100
	ECD 1644	Core XIV- International Economics	3	20	80	100
	ECD 1661.1	Elective – Agricultural Economics	2	20	80	100
	ECD 1645	General Essays on Indian Economy	4	-	100	100
		TOTAL	**21**	**100**	**500**	**600**
		GRAND TOTAL	**120**	**700**	**2900**	**3600**

Duration of the Programme: 6 Semesters (three years).

Faculty and Support Staff Requirement: There are two full time faculty members available and one of them coordinates the BA Programme in Economics. There is sufficient staff support from the SDE office for processing administrative work. The service of qualified

guest teachers and experts from panels approved by the Vice Chancellor are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

Instructional Delivery Mechanisms: In addition to providing Self Learning Material, students are offered 60 contact hours each semester, conducted over 10 days. Classes are taken using audio visual aids, and students are encouraged to use web resources. A repertoire of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis from this academic year onwards.

(f) Procedure for Admissions, Curriculum Transaction and Evaluation:

Applications for admission are received online. Eligibility for admission to BA Economics is a pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.

Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV, V and VI Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III, IV, V and VI Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
V and VI Semester	First week of April	
III and IV Semester	Second and Third week of April	
I and II Semester	Fourth week of April	

Fee Structure: The fee for the course is Rs.14655/-.Tuition fee is waived for students belonging to eligible categories.

Financial Assistance: Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST department as per the rules laid down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

Curriculum Transaction: Curriculum is transacted in the Distance Mode with the help of Self Learning Material and Personal Contact Classes. The use of web-based tools is not in

place yet, but steps are being initiated.

Evaluation: The evaluation of each course shall consist of two parts,

1) Continuous Evaluation (CE)

2) End Semester Evaluation (ESE)

The CE and ESE ratio shall be 1:4 for the courses i.e. a maximum of 20 marks for CE and a maximum of 80 marks for ESE. There is no separate minimum for CE and ESE. However the minimum pass requirement of a course is 40%. Minimum marks required for passing a programme is also 40%.Continuous Evaluation requires each student to submit one assignment (10 marks) and do one Test paper/Practicum/Case Analysis (10 marks) for each course without which his/her results will be withheld. In the case of Informatics course given in the third semester, CE (20 marks) is based on practicals. End Semester Evaluation of all the courses in all the semesters shall be conducted by the Controller of Examinations, University of Kerala.

(g) Requirement of the Laboratory Support and Library Resources

Computer lab is mandatory in the third semester of BA Economics programme while learning Informatics course. The students can avail the computers in the Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 28,000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

(h) Cost Estimate of the Programme and the Provisions (Base 2019-20)

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for B.A Economics programme (250 students)
01	Pay and Allowance	435.00	960000
02	Contact classes and evaluation	80.00	25000
03	Course materials	100.00	76962
04	Advertisement charges	25.00	19240
05	Postage and telephone	7.4	5695
06	Books and Periodicals	3.5	2694
07	Miscellaneous	9.95	7657
	Total	660.85	1097248
	Provisions (6%)		65834
	Total		1163083 Cost per student/year= Rs.4652

(i) Quality Assurance Mechanism and Expected Programme Outcomes

Quality Assurance Mechanism: The Board of Studies for B.A. Economics constituted by the University of Kerala approves and reviews the syllabus and course content. The SDE, University of Kerala has devised the following mechanism for monitoring the effectiveness of the B.A. programme to enhance its standards of curriculum, instructional design etc.

(a) Established a Centre for Internal Quality Assurance (CIQA) at the University level to develop and put in place a comprehensive and dynamic internal quality assurance system to enhance the quality of the programmes offered through distance mode as per the norms and guidelines of the University Grants Commission (Open and Distance Learning) Regulations, 2017.

(b) The CIQA is periodically conducting institutional quality audits, to promote quality assurance and enhance as well as spread best- in-class practices of quality assurance. The CIQA conducts the quality audit by addressing the following seven broad areas, namely:

i. Governance, leadership and management
ii. Articulation of higher educational institutions objectives
iii. Programme development and approval processes
iv. Infrastructure resources
v. Learning environment and learner support
vi. Assessment & evaluation of learning outcomes vii.Teaching quality and staff development

(c) The SDE has an approved panel of experts for preparing SLM. The SLM prepared is being edited by the course coordinator. The CIQA also oversees the development and preparation of SLMs. Then submit the SLMs to the Board of Studies concerned for the approval. The SLMs are developed with the approach of self explanatory, self-contained, self-directed, self- motivating and self-evaluating.

(d) The SDE of the University has two full time faculty members exclusively for coordinating the programme and also has a panel of qualified guest teachers for counselling students and engaging in personal contact programmes.

Expected Programme Outcomes:

Towards the end of the programme, students will be able to:

- Discuss critically and innovatively.
- Explain important economic actors, organizations, and institutions in an economy and explain their role and impact.
- Apply their knowledge and learning to engage in informed debate and to analyze and solve problems.
- Demonstrate ability to use the economic tools of analysis as well requisite computer applications.

- Enter post-graduate life prepared to respond to a wide variety of economic situations efficiently in order to achieve positive outcomes.

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

DIRECTOR
School of Distance Education
University of Kerala, Kariavattom
Thiruvananthapuram - 695 581

REGISTRAR
IN-CHARGE

UNIVERSITY OF KERALA

UNIVERSITY OF KERALA
School of Distance Education

Bachelor of Commerce
PROGRAMME PROJECT REPORT

1. University of Kerala

The University of Kerala is a State university located in Thiruvananthapuram, the capital city Kerala. University of Kerala is the first University in the State, originally established as the University of Travancore in 1937 and is the 16th oldest University of the country. The present territorial jurisdiction of the University extends to the revenue districts of Thiruvananthapuram, Kollam, Alapuzha and Pathanamthitta. The University of Kerala is offering courses in regular as well as distance mode. In regular mode the University offers wide range of programmes at the undergraduate, post graduate, MPhil, doctoral levels, post graduate diploma, diploma and certificate levels. In distance mode the University offers 13 UG and 13 PG programmes. The University of Kerala has undergone immense transformation on various fronts during the last 80 years. The University has been recognized by the UGC as per UGC Act, 1956 under Section 2 (f) and 12 (b) and has been reaccredited by NAAC with A grade in 2015. University also bagged the First Chancellor's Award for the Best University in Kerala in 2015. There are at present 223 affiliated colleges and 82 research centres under the University and have 42 teaching and research departments (under 11 schools), 10 teacher education centres, 7 UIMs and 17 UITs. There are at present 149 faculty members of which 30 are Professors, 35 Associate Professors and 84 Assistant Professors under its 42 teaching and research departments. In addition, there are 54 guest faculty members and 10 visiting faculty members working in the departments. Among the teaching faculty members 160 are PhD degree holders. 1492 administrative staff and 30 technical staff are also working in the University.

2. The School of Distance Education

The School of Distance Education (SDE), started in 1976 as a teaching and research department of the University of Kerala is one of the pioneering centres of distance learning in the State. The aims and objectives of the school include:

- Democratizing higher education to large segments of the population, in particular the disadvantaged groups like those living in remote and rural areas, working people, and women.
- Providing an innovative system of university-level education which is both flexible and open in terms of methods, pace of learning, eligibility for enrollment and age of entry.
- Providing an opportunity for up-gradation of skills and qualifications.
- Developing education as a lifelong activity to enable persons to update their knowledge or acquire knowledge in new areas.

University of Kerala is one of the Universities in India having appointed permanent full time teaching faculty members for running the distance education programmes. The SDE has

19 permanent faculty members and 9 full time contract faculty members with diverse academic backgrounds and rich experience in the rank of Professors, Associate Professors and Assistant Professors. The school had recognition of the erstwhile Distance Education Council (DEC) for 45 programmes till 2014-15. In line with the efforts of the UGC to stream line the distance learning mode, the SDE also redefined its programmes and got the UGC recognition to offer 13 UG and 12 PG programmes from the academic year 2017-18 onwards. The SDE has no private off campus/learner support centres.

3. Details of the Proposed B.Com Programme

3.1 Mission & Objectives

In line with the mission of the SDE, to provide flexible learning opportunities to all, particularly to those who could not join regular colleges or universities owing to social, economic and other constraints, the first degree programme in Commerce (B.Com) aims at providing for holistic and value based knowledge and guidance that they need to become worthy accounting and management professionals.

The programme aims at the following objectives:

1. To provide conceptual knowledge and application skills in the domain of Commerce studies.
2. To sharpen a students' analytical and decision making skills.
3. To provide a good foundation to students who plan to pursue professional courses like CA, IC MA, CFA, CS, MBA etc.
4. To facilitate students with skills and abilities to become competent and competitive to be assured of good careers and job placements.
5. To develop entrepreneurship and managerial skills in students so as to enable them establish and manage their business establishments.
6. To develop ethical business professionals with a broad understanding of business from an interdisciplinary perspective.

3.2 Relevance of the Programme with the Mission and Goals of the University

The growing phenomenon of globalization, liberalization and privatization has been immensely influencing higher education. The mission and goal of the University of Kerala is also to incorporate the changes in the syllabus and curriculum of all its academic programmes on time. To accomplish this, the University used to revise the syllabus and curriculum for its UG and PG programmes once in every three years. Further, the revised syllabus and curriculum will be applicable to both the regular and distance programmes.

Commerce education is nothing but business education. Bachelor of Commerce (B.Com) is one of the most sought programmes after 10+2 in Kerala. The B.Com programme of the University aims to construct a strong foundational grounding in core subjects such as Accounting, Taxation, Economics, Statistics, Auditing, along with a choice of Finance, Computer Application and Cooperation, studied in the third, fourth, fifth and sixth semester . It is designed to provide students with a wide range of managerial

skills, while at the same time building competence in a particular area of business. B.Com programme is suitable for students who are looking forward to a career in the modern business word. After successful completion, candidate may pursue career opportunities across accounting, finance, economic sectors, in either specialist or generalist roles or pursue higher academic courses. The programme is of three years duration. Each year is divided into two semesters. The students of this programme will get an opportunity to apply the concepts learned by professionally qualified and experienced faculty members. Students will be exposed to state-of-the-art teaching aids, library with an array of large number of books and journals on Commerce and industry orientation.

3.3 Nature of Prospective Target Group of Learners

B.Com programme has been designed to meet the expanding needs in Commerce education at all levels and provide necessary manpower to business, industry, service and government and private sectors in the areas like accounting and finance. As only a small percentage of the B.Com aspirants in Kerala are being accommodated in the regular mode through colleges it is hoped that the programme offered through the distance mode of the university will be a boon for those who could not join regular colleges owing to social, economic and other constraints such as eligibility for enrolment, age of entry, time and place etc.

The Self Learning Material (SLM) for the programme has also been developed keeping in mind the said categories of learners with the approach of self-explanatory, self- contained, self-directed, self motivating and self-evaluating. The norms and guidelines suggested in the University Grants Commission (Open and Distance Learning) Regulations, 2017 such as backgrounds of learner and learning needs, learning experiences, and support and preparation in adapting to flexible learning were strictly adhered to during the planning period of developing SLM. The ingredients considered while developing SLMs include: (a) learning objectives (b) assessment of prior knowledge (c) learning activities (d) feedback of learning activities (e) examples and illustrations (f) self-assessment tests (g) summaries and key points (h) study tips etc.

3.4 Appropriateness of Programme to Be Conducted in Open and Distance Learning Mode to Acquire Specific Skills and Competence

Distance learning programmes are getting popular in India and a lot of students want to earn their degree while working. Accordingly, about 120 universities in India have been recognised by the DEB of UGC for offering ODL programmes during 2016-17. Of these, more than 100 universities are offering B Com programme. This is because of the appropriateness of the programme to be conducted in ODL mode and ever increasing number of takers owing to the popularity of the programme.

The programme could be considered appropriate to be conducted in ODL mode to acquire specific skills and competence for the following reasons:

1. All the courses in the programme are theory and/or problem based. So, no laboratory or experiment is needed to impart the skills and competence required for the programme.

2. The specific skill and competencies required for a B.Com graduate can be imparted to a great extent through SLMs prepared with the approach of self-explanatory, self- contained, self-

directed, self motivating and self-evaluating.

3. Availability large volumes of study material on the various courses under the B.Com programme in the Internet or websites of the UGC or Universities in the form of notes in word/PDF format, PPTs, videos etc, and the counselling hours earmarked per course are considered sufficient to impart the required skill and competencies for the programme.

3.5 Instructional Design

3.5.1 Curriculum Design

The B.Com programme proposed here is also offered by the University through regular mode. Also, the programme has been approved by the statutory bodies of the University. Further, the University is revising the curriculum and syllabi of its B.Com programme once in every three years to ensure that the content is updated to reflect current academic knowledge and practice, and also to ensure that the University used provide the best learning experiences possible for students. Academic staff and experts in the area of Commerce propose changes in the curriculum and syllabi at the curriculum and syllabus revision workshop generally convened at least six months before the due date of curriculum and syllabus revision. Major changes are then submitted to the Board of Studies of Commerce (Pass) of the University for Final Approval. As part of curriculum design, the curriculum and syllabus revision workshop considers curriculum analysis of social needs, translating the needs into course, splitting the objectives into specific objectives, grouping the specific objectives into subjects, deriving the subjects from the classification, specifying enabling objectives, unitizing each subject matter, specification of required time and syllabus formulation.

3.5.2 Programme Details

SE M	Course Code	Course Title	Number of Credits	CE (Marks)	ESE (Marks)	Total
I	EN 1111.2	Language Course I: (English- I)	4	20	80	100
	1 1 1 1.2	Language Course II: (Addl. Language-I)	4	20	80	100
	CO 1121	Foundation Course I: Methodology and Perspectives of Business Education	2	20	80	100
	CO 1141	Core Course- I: Environmental Studies	3	20	80	100
	CO 1142	Core Course II: Functional Application of Management	3	20	80	100
	CO 1131	Complementary Course I: Managerial Economics	3	20	80	100
		TOTAL	19	120	480	600
II	EN 1211.2	Language Course III: (English II)	4	20	80	100

	1211.2	Language Course IV: (Addl. Language-II)	4	20	80	100
	CO 1221	Foundation Course II: Informatics and Cyber Laws	3	20	80	100
	CO 1241	Core Course III: Business Communication and Office Management	3	20	80	100
	CO 1242	Core Course IV: Financial Accounting	3	20	80	100
	CO 1231	Complementary Course II Business Regulatory Frame work	3	20	80	100
		TOTAL	20	120	480	600
III	EN 1311	Language Course V (English- III)	3	20	80	100
	CO 1341	Core Course V: Entrepreneurship Development	3	20	80	100
	CO 1342	Core Course VI: Company Administration	3	20	80	100
	CO 1343	Core Course IV: Advanced Financial Accounting	4	20	80	100
	CO 1331	Complementary III- Information Technology in Business	3	20	80	100
	CO1361	Elective Course I Course from Elective Stream I/II/III	4	20	80	100
		TOTAL	20	120	480	600
IV	EN 1411	Language Course VI: (English IV)	3	20	80	100
	CO 1441	Core Course VIII: Capital Market	3	20	80	100
	CO 1442	Core Course IX: Banking Theory and Practice	4	20	80	100
	CO 1443	Core Course X: Corporate Accounting	4	20	80	100
	CO 1431	Complementary IV-Business Statistics	3	20	80	100
	CO 1461	Elective Course II: Course from Elective Stream I/II/III	4	20	80	100
		TO TAL	21	120	480	600

V	CO 1541	Core Course XI: Fundamentals of Income Tax	4	20	80	100
	CO 1542	Core Course XII: Cost Accounting	4	20	80	100
	CO 1543	Core Course XIII: Accounting For Specialised Institutions	4	20	80	100
	CO1551	Open Course: Fundamentals of Financial Accounting	2	20	80	100
	CO 1561	Elective Course III: Course from Elective Stream I/II/III	4	20	80	100
		TO TAL	18	100	400	500
VI	CO 1641	Core Course XIV: Auditing	4	20	80	100
	CO 1642	Core Course XV: Applied Costing	4	20	80	100
	CO 1643	Core Course XVI: Management Accounting	4	20	80	100
	CO 1651	Open Course: Marketing Management	2	20	80	100
	CO 1661	Elective Course IV: Course from Elective Stream I/II/III	4	20	80	100
	CO 1644	Essay	4	-	100	100
		TO TAL	22	100	500	600
		GRA ND TOTAL	120	680	2820	3500

ELECTIVE STREAMS

ELECTIVE 1-FINANCE

SE M	ourse Code	Course Title	Number of Credits	CE (Marks)	ESE (Marks)	Total
III	CO1361.1	Financial Management	4	20	80	100
IV	CO 1461.1	Project Finance	4	20	80	100
V	CO 1561.1	Financial Markets and Services	4	20	80	100
VI	CO 1661.1	Income Tax Law and Accounts	4	20	80	100
		TO TAL	16	80	320	400

ELECTIVE II-COPERATION

SE M	Course Code	Course Title	Number of Credits	CE (Marks)	ESE (Marks)	Total
III	CO1361.2	Principles of Co-operation	4	20	80	100
IV	CO 1461.2	Co-operative Management and Administration	4	20	80	100

V	CO 1561.2	Co-operative Legal System	4	20	80	100
VI	CO 1661.2	Co-operative Accounting	4	20	80	100
		TO TAL	16	80	320	400

ELE C TIV E III- CO MPU TER A PPLI C ATI ON

SE M	Course Code	Course Title	Number of Credits	CE (Marks)	ESE (Marks)	Total
III	CO1361.5	Computer Application for Publications	4	20	80	100
IV	CO 1461.5	Software for Data Management	4	20	80	100
V	CO 1561.5	Web De signing a nd Produ ction for Business	4	20	80	100
VI	CO 1661.5	Computerised Accounting	4	20	80	100
		TO TAL	16	80	320	400

OPEN COURSES

SEM	Course Code	Course Title	Number of Credits	CE (Marks)	ESE (Marks)	Total
V (For students from the discipline other than Commerce)	CO1551	Fundamentals of Financial Accounting	2	20	80	100
V (For students from the discipline Commerce)	CO1661.6	Marketing Management	2	20	80	100

3.6 Duration of the Programme

Six Semesters, three years; offered in the month of July.

3.7 Faculty and Support Staff Requirement

There are four full time faculty members for the B.Com and M.Com programmes of the school of Distance education of the University. Two of them coordinate the B.Com Programme. There are sufficient number of administrative staff in the SDE in the rank of Deputy Registrar (One), Assistant Registrars (Three), Section Officers (Six), Assistants (18), Computer operators (Four) and Class Four staff (12) for the administrative support. The service of qualified guest teachers approved by the University is used in the preparation of SLM, personal contact programmes (PCP) and conducting evaluation of answer scripts.

3.8 Instructional Delivery Mechanisms

In addition to provide SLMs prepared in line with the UGC guidelines on preparation of SLMs, students are being offered 60 contact hours for each semester, conducted over 10 days during the weekend. The personal contact programmes are being taken using audio visual aids, and students are encouraged to use web resources such as books, notes, videos etc.

3.9 Student Support Service Systems at SDE

(a) Information Centre, (b) Library with good collection of books and journals (c) Wi-Fi connectivity, (d) Counselling, (e) Students feedback, (f) Placement cell, (g) Students Grievance Redressal Cell, (g) Alumni Association, (i) Women's Cell, (j) Research Cell, (k) Post Office , (l) Snack bar and Refreshment Centre, (m) Restrooms, (n) Reprographic centre, (o) Drinking water etc.

3.10 Procedure for Admissions, Curriculum Transaction and Evaluation

3.10.1 Admission

The admission notifications for B.Com programme, among others are being issued in leading national and regional dailies during June-July. The detailed information regarding admission is being given on the SDE website (www.ideku.net) and on the admission website (www.de.keralauniversity.ac.in). Students seeking admission shall apply online.

3.10.2 Minimum Eligibility for Admission

Eligibility for admission to the programme is a pass in Higher Secondary Examination of the State or an examination accepted by the University as equivalent thereto provided candidates coming from non-Commerce group should have at least 45% of the aggregate marks.

3.10.3 Fee Structure

B.Com (Finance/Cooperation) Rs. 13345/- for full programme; B.Com (Computer Application) Rs.17545/- for full programme.

3.10.4 Financial Assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST department as per the rules lay down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

3.10.5 Programme Delivery

The programme is being delivered with the help of SLM and Personal Contact progammes. The SLM is being dispatched to the students during each semester by hand or by post. And, at the end of each semester assignments are given and the marks are included in the ESA. The use of web-based tools is not in place yet, but steps are being initiated.

3.11 Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV, V and VI Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November

Schedule of contact classes	
Course	Schedule
III, IV, V and VI Semester	First week of July
I & II Semester	First week of November
Schedule of examinations	
Course	Schedule
V and VI Semester	First week of April
III and IV Semester	Second and Third week of April
I and II Semester	Fourth week of April

3.12 Evaluation

The evaluation of the programme will consist of two parts: a) Continuous Evaluation (CE) b) End Semester Evaluation (ESE) The CE and ESE ratio shall be 1:4 i.e. a maximum of 20 marks for CE and a maximum of 80 marks for ESE. There will be no separate minimum for CE and ESE. However, the minimum pass requirement of a course will be 40%. Minimum marks required for passing a programme will also be 40%. The classification of results of the programme shall be done at the end of the 6th semester based on the total marks secured for all semesters and shall be as follows.

Candidates securing not less than 40% but below 50% - Third Class Candidates securing not less than 50% but below 60% - Second Class Candidates securing 60% and above - First Class

(a) Continuous Evaluation (CE): In a semester each student shall be required to submit one assignment and do one Test Paper/Practicum/Case Analysis for each course without which his/her results will be withheld. Those who submit their assignments after the due date will have to pay a late fee as fixed by the university from time to time. The components of CE are, Assignment (10 marks) and Test Paper/Practicum /Case Analysis (10 marks). The results of the CE shall be displayed in SDE website. Complaints regarding the award of marks for CE if any have to be submitted to the Programme Coordinator within 15 working days from the display of results of CE.

(b) End Semester Evaluation (ESE): End Semester Evaluation of all the Courses in all the semesters including the examination for Essay shall be conducted by the University.

Minimum attendance required for ESE will be 50%. However those who cannot secure the required percentage of attendance can appear for ESE by paying a condonation fee fixed by the University.

Examinations for odd and even semesters will be conducted together towards the end of every academic year.

Improvement of ESE - Candidates who have successfully completed the Semester, but wish to improve their marks for the End Semester Evaluation (ESE) shall have only one chance for the same along with the next immediate regular batch of students.

The minimum credits required for the award of the Programme

Credit Requirements	Credit

Accumulated minimum Credits required for successful completion of the Programme	120
Minimum Credits for Language Courses	22
Minimum Credits required for Foundation Courses	5
Credits required for Core Courses including Project/ Dissertation Work/Essay/ Comprehensive Course	61
Credits required for Complementary Courses	12
Minimum Credits required for Open Courses	2
Minimum Credits required for 2-22 Elective Courses	18

3.13 Requirement of the Laboratory Support and Library Resources

Computer Lab is not mandatory for B.Com (Finance and Cooperation streams. But, it's is mandatory for B.Com (Computer Application). The students can use the state-of-the-art Computer Lab of the SDE.

The SDE has a separate Library with more than 28,000 books. There is a separate section in the library for Commerce and Management discipline with more than 4000 books. Library automation is done using LibSoft software which facilitates all in-house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

3.14 Cost Estimate of the Programme and the Provisions (Base 2019-20)

Sl. No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for B.Com programme (2500 students)
01	Pay and Allowance	435.00	3348000
02	Contact classes and evaluation	80.00	314000
03	Course materials	100.00	768000
04	Advertisement charges	25.00	192000
05	Postage and telephone	7.4	56000
06	Books and Periodicals	3.5	26000
07	Miscellaneous	9.95	76000
	Total	660.85	10576000
	Provisions (6%)		634560
	Total		11210560 Cost per student/ year=Rs.4484

3.15 Quality Assurance Mechanism and Expected Programme Outcomes

3.15.1 Quality Assurance Mechanism

The SDE, University of Kerala has devised the following mechanism for monitoring the effectiveness of the B.Com programme to enhance its standards of curriculum, instructional design etc.

(a) Established a Centre for Internal Quality Assurance (CIQA) at the University level to develop and put in place a comprehensive and dynamic internal quality assurance system to enhance the quality of the programmes offered through distance mode as per the norms and guidelines of the University Grants Commission (Open and Distance Learning) Regulations, 2017.

(b) The CIQA is periodically conducting institutional quality audits, to promote quality assurance and enhance as well as spread best-in-class practices of quality assurance. The CIQA conducts the quality audit by addressing the following seven broad areas, namely:

i. Governance, leadership and management
ii. Articulation of higher educational institutions objectives
iii. Programme development and approval processes
iv. Infrastructure resources
v. Learning environment and learner support
vi. Assessment & evaluation of learning outcomes
vii. Teaching quality and staff development

(c) The SDE has an approved panel of experts for preparing SML. The SLM prepared is being edited by the course coordinator. The CIQA also oversees the development and preparation of SLMs. Then submit the SLMs to the Board of Studies concerned for the approval. The SLMs are developed with the approach of self explanatory, self- contained, self-directed, self-motivating and self-evaluating.

(d) The SDE of the University has two full time faculty members exclusively for coordinating the programme and also has a panel of qualified guest teachers for counselling students and engaging in personal contact programmes in the Head Quarters at Thiruvananthapuram and study centres at Kollam

3.16 Expected Programme Outcomes

Towards the end of the programme, students will be able to:

- Develop an ability to effectively communicate both orally and verbally
- Appreciate importance of working independently and in a team
- Have exposure of complex commerce problems and find their solution
- Process information by effective use of IT tools
- Understand required analytical and statistical tools for financial and accounting analysis
- Develop an understanding of various commerce functions such as finance, accounting, auditing, taxation, financial analysis, project evaluation, and cost accounting
- Develop self-confidence and awareness of general issues prevailing in the society

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

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UNIVERSITY OF KERALA

UNIVERSITY OF KERALA
School of Distance Education

Bachelor of Business Administration (BBA)

PROGRAMME PROJECT REPORT

a. Mission and Objectives

Mission

To impart quality education on management concepts, theories and applications so as to create entrepreneurs as well as successful managers in different functional disciplines.

Objectives

i. To help learners in understanding the basic concepts of management, management theories and management practices.

ii. To impart analytical skills in understanding managerial problems and functional issues so as to enable them to enrich learning to resolve issues.

iii. To provide skills in the application of management theories and principles in an organizational context.

b. Relevance of the Program with HEI's and Goals

BBA program would help in imparting basic skills on the fundamentals of management principles, theories and thoughts. It would act as a basic UG level program that aspires to meet the needs of middle level and lower level managers as well as small and medium entrepreneur so as to help them in building their careers or improving their organisations. The program would also act as a feeder program for the MBA and M.Com program of the University.

The BBA program in the distance learning mode would have the same curriculum as that of the regular mode and hence would be at par with the regular program of the University.

c. Nature of Prospective Target Group of Learners

- Managers, supervisors and employees of tiny, small and medium enterprises seeking functional opportunities in the areas of Marketing HRM, Finance, Tourism.
- Young entrepreneurs
- Employees at the lower and middle levels of different organisations who are seeking career growth.
- Managers of Voluntary organisations, self-help groups and NGO's.
- Higher Secondary school passes outs who are seeking a career at management level.

d. Appropriateness of programmes to be conducted in Open and Distance learning made to acquire specific skills and competence.

BBA (Semester I and II)

- Understanding of basic management concepts.
- Acquiring fundamental skills on research methods including data analysis and interpretation.
- Drawing inputs on the functional areas of management

BBA (Semester III, IV, V & VI)

From III semester onwards students can elect any one of the four streams viz, Finance, Marketing, HRM, Tourism.

1. Finance

Understanding financial systems and learning to judge movements in the financial markets, skills in investing in the primary and secondary market, portfolio management skills, financial engineering and analytics.

2. Marketing Management

Developing a marketing mix then creating a product mix, formulating a promotion mix, marketing research competencies, marketing strategies in the Indian context.

3. HRM

Understanding manpower planning techniques, skills in developing job design, understanding of training needs and training methods, skills on behavioural analysis and behavioural change, HR development strategies including motivation, counseling and mentoring.

4. Tourism Management

Understanding the tourism sector and its lucrative aspect, developing knowledge on air cargo management, front office management, travel and tour operations management.

e) Instructional Design

i) Curriculum design

The B.B.A programme proposed at SDE is in concurrence with the syllabus offered at University through regular mode. Also, the programme has been approved by the statutory bodies of the University. Further, the University is revising the curriculum and syllabi of its B.B.A programme once in every three years to ensure that the content is updated to reflect current academic knowledge and practice, and also to ensure that the University used provide the best learning experiences possible for students. Academic staff and experts in the area of Management propose changes in the curriculum and syllabi at the curriculum and syllabus revision workshop generally convened at least six months before the due date of curriculum and syllabus revision. Major changes are then

submitted to the Board of Studies of Management (Pass) of the University for Final Approval. As part of curriculum design, the curriculum and syllabus revision workshop considers curriculum analysis of social needs, translating the needs into course, splitting the objectives into specific objectives, grouping the specific objectives into subjects, deriving the subjects from the classification, specifying enabling objectives, utilizing each subject matter, specification of required time and syllabus formulation.

ii) Programme details (syllabus)

Sem. No.	Name of Courses with code No	Evaluation Marks		
		CE	**ESE (Uty Exam)**	**Total**
I	Language- EN 1111.1 English I	20	80	100
	Foundation: BM1121 Environmental	20	80	100
	Studies Core: BM 1141 Fundamentals of	20	80	100
	Management Core: BM 1142 Managerial	20	80	100
	Economics	20	80	100
	Core- BM 1143 Financial Accounting			100
	Complimentary - BM 1131 Statistics for Business Decisions	20	80	
	TOTAL	**120**	**480**	**600**
II	Language- EN 1211.1 English II	20	80	100
	Foundation: BM 1221E-Commerce & Cyber	20	80	100
	Laws	20	80	100
	Core: BM 1241 Marketing Management	20	80	100
	Core: BM 1242 Human Resource	20	80	100
	Management	20	80	100
	Core: BM 1243 Financial Management			
	Compl.: BM 1231Business Regulatory Frame Work			
	TOTAL	**120**	**480**	**600**
III	Core: BM 1341 Business Environment and Policy	20	80	100
	Core: BM 1342 Corporate Regulations	20	80	100
	Core: BM1343 Cost and Management Accounting	20	80	100
	Core: BM 1344 Financial Services	20	80	100
	Elective Course I: BM 1361.1/2/3/4	20	80	100
	TOTAL	**100**	**400**	**500**

IV	Core: BM 1441 Entrepreneurship Development Core: BM1442 Business Ethics & Corporate Governance Core: BM 1443 Operations Management Core: BM 1444 Skill Enhancement and Employability Orientation Elective Course II: BM 1461.1/2/3/4	20 20 20 20 20	80 80 80 80 80	100 100 100 100 100
	TOTAL	**100**	**400**	**500**
V	Core: BM 1541 Qunti.Techniqu.for Management Core: BM1542 Research Methodology Core: BM 1543 Investment Management Core: BM 1544 Project Open: BM 1551.1/2/3/4(**Course - other Faculty**) Elective Course III: BM 1561.1/2/3/4	20 20 20 20 20	80 80 80 80 80	100 100 100 100 100
	TOTAL	**100**	**400**	**500**
VI	Core: BM 1641 Management Information System Core: BM 1642 InternationalBusiness Core: BM 1643 Strategic Management Core: BM 1644 Project Work and Viva Voce Elective: BM 1661.5/6/7 (**Course - own Faculty**) Elective Course IV : BM 1661.1/2/3/4	**20** **20** **20** **20** **20**	80 80 80 80 80	100 100 100 100 100 100
	TOTAL	**100**	**400**	**600**
	GRAND TOTAL	**640**	**2560**	**3300**

Elective Streams

STREAM I: Human Resource Management

Semester	Course Code	Course title
III	BM 1361.1	Organizational Behavior
IV	BM 1461.1	Human Resource Development and Organization Culture
V	BM 1561.1	Labour Law and Industrial Relations

VI	BM 1661.1	Performance Management

STREAM II: Marketing Management

Semester	Course Code	Course title
III	BM 1361.2	Consumer Behaviour
IV	BM 1461.2	Advertising and Sales Promotion
V	BM 1561.2	Customer Relationship Management
VI	BM 1661.2	Retail Management

STREAM III: Finance

Semester	Course Code	Course title
III	BM 1361.3	Income Tax Law and Accounting
IV	BM 1461.3	Indirect Taxes
V	BM 1561.3	International Finance
VI	BM 1661.3	Project Appraisal and Analysis

STREAM IV: Tourism Management

Semester	Course Code	Course title
III	BM 1361.4	Introductions to Tourism
IV	BM 1461.4	Air cargo Management
V	BM 1561.4	Front Office Management
VI	BM 1661.4	Travels and Tour Operations Management

OPEN COURSES

(For students of other discipline)

Semester	Course Code	Course title
V	1551.4	Fundamentals of Financial Accounting

ELECTIVE COURSE

(For students of Business Administration – Elect one course)

Semester	Course Code	Course title
VI	1661.5	Business Communication

iii) Duration of the Programme

Six Semesters, three years; offered in the month of July.

iv) Faculty and support staff requirement

There is one full time faculty member for BBA programme at school of Distance education of the University. There are sufficient number of administrative staff in the SDE in the rank of Deputy Registrar (One), Assistant Registrars (Three), Section Officers (Six), Assistants (18), Computer operators (Four) and Class Four staff (12) for the administrative support. The service of qualified guest teachers approved by the University is used in the preparation of SLM, personal contact programmes (PCP) and conducting evaluation of answer scripts.

v) Instructional delivery mechanism

In addition to provide SLMs prepared in line with the UGC guidelines on preparation of SLMs, students are being offered 15 contact hours per subject in each semester, conducted within four months. The personal contact programmes are being taken using audio visual aids, and students are encouraged to use web resources such as books, notes, videos etc.

vi) Student support service systems at SDE

(a) Information Centre, (b) Library with good collection of books and journals (c) Wi-Fi connectivity, (d) Counselling, (e) Students feedback, (f) Placement cell, (g) Students Grievance Redressal Cell, (g) Alumni Association, (i) Women's Cell, (j) Research Cell, (k) Post Office , (l) Snack bar and Refreshment Centre, (m) Restrooms, (n) Reprographic centre, (o) Drinking water etc.

f) Procedure for admissions, curriculum transaction and evaluation

i) Admission: The admission notifications for B.B.A programme, among others are being issued in leading national and regional dailies during June-July. The detailed information regarding admission is being given on the SDE website (www.ideku.net) and on the admission website (www.de.keralauniversity.ac.in). Students seeking admission shall apply online.

ii) Minimum eligibility for admission

Any candidate who has passed the Plus Two of the Higher Secondary Board of Kerala or that of any other university or Board of Examinations in any state recognized as equivalent to the Plus Two of the Higher Secondary Board in Kerala, with not less than 45 % marks in aggregate is eligible for admission. However SC/ST, OBC, and other eligible communities shall be given relaxation as per University rules

iii) Fee structure

The fee for the course is Rs.23,375/- for three years. Tuition fee is waived for students belonging to eligible categories.

iv) Financial assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST department as per the rules lay down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

v) Programme delivery

The programme is being delivered with the help of SLM and Personal Contact progammes. The SLM is being dispatched to the students during each semester by hand or by post. And, at the end of each semester assignments are given and the marks are included in the ESE. The use of web-based tools is not in place yet, but steps are being initiated.

vi) Academic calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV, V and VI Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III, IV, V and VI Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
V and VI Semester	First week of April	
III and IV Semester	Second and Third week of April	
I and II Semester	Fourth week of April	

vii) Evaluation

The evaluation of the programme will consist of two parts: a) Continuous Evaluation (CE) b) End Semester Evaluation (ESE) The CE and ESE ratio shall be 1:4 i.e. a maximum of 20 marks for CE and a maximum of 80 marks for ESE. There will be 40% separate minimum required for CE and ESE.and for the minimum pass requirement of the course the candidate have to secure aggregate

40%.marks.. Minimum marks required for passing a programme will also be 40%.

g) Project/Dissertation Work

For each First Degree Programme there shall be a Project/Dissertation Work during the sixth semester on a topic related to any issues in commerce/Business/Industry/vocational course. The Project/Dissertation work can be done either individually or by a group not exceeding five students under the supervision and guidance of the teachers of the Department. The topics shall either be allotted by the supervising teacher or be selected by the students in consultation with the supervising teacher.

Evaluation of Project

* A Board of two examiners appointed by the University shall evaluate the report.

* There shall be no Continuous Evaluation for the Project work.

* Evaluation of project should involve submission of report with a project based viva-voce.

* A Viva voce based on the project report shall be conducted individually by the Board of Examiners.

h) Requirement of the laboratory support and library resources

Computer Lab is not mandatory for B.B.A. The SDE has a separate Library with more than 28,000 books. There is a separate section in the library for Commerce and Management discipline with more than 4000 books. Library automation is done using LibSoft software which facilitates all in-house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

i) Cost Estimate of the Programme and the Provisions (Base 2019-20)

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for BBA programme (300 students)
01	Pay and Allowance	435.00	502200
02	Contact classes and evaluation	80.00	400000
03	Course materials	100.00	215200
04	Advertisement charges	25.00	28800
05	Postage and telephone	7.4	8400
06	Books and Periodicals	3.5	3900

07	Miscellaneous	9.95	11400
	Total	660.85	1169900
	Provisions (6%)		70194
	Total		1240094 Cost per student/ year=Rs.4134

j) Quality assurance mechanism and expected programme outcomes

Quality in monitored through a continuous assessment system. The program is divided into courses and each course with an end semester examination for 80% of weightage. The remaining 20% is assigned for assignment and seminars and discussions (10% for assignment and 10% for seminar and discussions).

Assignment topics are based on topics of contemporary relevance and cases drawn from real life situations in the Industry.

The distance learning program would be monitored continuously by fulltime faculty in management available under school of distance education. The faculty members will continuously interact with students on strengthening the learning process. Each student will work on a project which would be guided by the faculty of management under school of distance education.

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

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School of Distance Education

Bachelor of Science (Mathematics)

PROGRAMME PROJECT REPORT

1. Program's Mission and Objectives

Mission

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education to all, the program BSc Mathematics aims at imparting knowledge in Mathematics and skills in using it in the graduate level with the following points.

Dedicated to increasing the understanding of mathematics through enhancing education and for a more informed society.

To impart the principles and practices of mathematics, so that the students are encouraged to promote their expertise. They will be prepared to pursue degrees and to apply their mathematical skills to careers in industry.

Objectives

- To provide our majors with sufficient understanding and experience of mathematics to pursue their careers or graduate study of mathematics.
- To provide students in other programs using mathematics with robust mathematical tools they can use immediately, together with an understanding sufficient to grasp future quantitative developments in their fields.
- To enable students in other majors to gain a greater level of quantitative literacy as part of a foundation for lifelong learning and critical thinking, so that they can more fully participate in the deliberations of an advanced technological society.

2. Relevance of the program with HEI's Mission and Goals

Offered in the distance mode, BSc Mathematics will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focused, quality and cost conscious but socially responsible education.

BSc Mathematics in the distance mode will be a feeder program for the MSc Mathematics programs offered by the university, and it follows the same syllabus and curriculum of the program offered in the regular mode through the affiliated colleges of the University of Kerala.

3. Nature of prospective target group of learners:

BSc Mathematics has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges. This program will join the attempt to democratising higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of

learning, eligibility for enrolment and age of entry.

Understanding the needs of the learners we have structured our learning material and induction programs to lead the fresh learners through the threshold of higher education, and lead them through the course of the program and the final evaluation.

4. Appropriateness of program to be conducted in Open and Distance Learning mode to acquire specific skills and competence:

- The BSc Mathematics program will see to ensure knowledge, skills and competences in the learners. The specific learning outcomes of the program are given below:
- Comprehensive knowledge in mathematical theory at an advanced level.
- Ability to use theoretical and empirical methods to analyse mathematical problems.
- Exposure to various quantitative techniques which are essential to analyse mathematical problems.
- Analyze existing mathematical models and evaluate their relevance for practical problem solving.
- Planning and carrying out applied work and research projects in Mathematics.
- Critical thinkingcapacity.
- Ability for hypothesizing and problem solving.
- Capability in using computer software for the purpose of research work in Mathematics.

4. Instructional Design:

Sem.	Course Code	Course Title	No. of Credits	CE (Marks)	ESE (Marks)	Total
I	EN 1 1 1 1	Language Course I(English- I)	**4**	20	80	100
	M/H 1 1 1 1	Language Course II (Addl. Language)	**3**	20	80	100
	EN 1121	Foundation Course- I	**2**	20	80	100
	MM 11 4 1	Core- I-Methods of Mathematics	**4**	20	80	100
	CO 1 1 3 1	Complementary I - Fundamentals of Financial Accounting	**2**	20	80	100

	ST 1 1 3 1.1	Complementary II- Descriptive Statistics and Introduction to probability	**2**	20	80	100
		TOTAL	**17**	**120**	**480**	**600**
II	EN 1 2 1 1	Language Course III (English II)	**4**	20	80	100
	EN 1 2 1 2	Language Course IV (English III)	**3**	20	80	100
	M/H 1 2 1 1	Language Course V (Addl. Language II)	**3**	20	80	100
	MM 1221	Foundations of Mathematics	**4**	20	80	100
	CO 1 2 3 1	Complementary III- Advanced FinancialAccounting	**2**	20	80	100
	ST 1 2 3 1.1	Complementary IV- Random variables	**2**	20	80	100
		TOTAL	**18**	**120**	**480**	**600**
III	EN 1 3 1 1	Language Course VI (English- IV)	**4**	20	80	100
	M/H 1 3 1 1	Language Course VII (Addl. Language III)	**4**	20	80	100
	MM1 3 4 1	Core III - Algebra & Calculus-I	**4**	20	80	100
	CO 1331	Complementary V-Cost Accounting	**3**	20	80	100
	ST 1331.1	Complementary VI-Probability distribution and theory of estimation	**3**	20	80	100
		TOTAL	**18**	**100**	**400**	**500**
IV	EN 1 4 1 1	Language Course VIII (English V)	**4**	20	80	100
	M/H 1411	Language Course IX (Addl. Language IV)	**4**	20	80	100
	MM 1441	Core IV-Algebra & Calculus-II	**4**	20	80	100
	CO 1431.1	Complementary VIII - e-Commerce	**3**	20	80	100

	CO 1431.2	Complementary IX- Management Accounting	**3**	20	80	100
	ST 1431.1	Complementary VIII- Testing of hypothesisand analysis of variance	**3**	20	80	100
	ST 1432.1	Complementary practical using excel	**4**	20	80	100
		TOTAL	**25**	**140**	**560**	**700**
V	MM 1 5 4 1	Core VI- Real Analysis I	**4**	20	80	100
	MM 1 5 4 2	Core VII Complex Analysis I	**3**	20	80	100
	MM 1 5 4 3	Core VIII - Differential Equations	**4**	20	80	100
	MM 1 5 4 4	Core IX - Vector Analysis	**4**	20	80	100
	MM 1 5 4 5	Core X-Abstract Algebra I	**4**	20	80	100
	MM 1 5 5 1	Open Course-	**2**	20	80	100
	MM 1 6 46	Project Work	**-**	-	-	-
		TOTAL	**21**	**120**	**480**	**600**
VI	MM 1 6 4 1	Core XI - Real Analysis II	**4**	20	80	100
	MM 1 6 4 2	Core XII - Linear Algebra	**4**	20	80	100
	MM 1 6 4 3	Core XIII- Complex Analysis II	**4**	20	80	100
	MM 1 6 44	Core -14 Abstract Algebra II	**3**	20	80	100
	MM 16 45	Computer Programming (Practical)	**4**	20	80	100
	MM 1 6 61	Elective Course-Graph Theory	**3**	20	80	100
	MM 1646	**Project**	**4**	**80+20 (Viva)**		**100**
		TOTAL	**26**	**120**	**580**	**700**

		GRAND TOTAL	**125**	**680**	**2820**	**3700**

06 Duration of the program

Six semesters, three years.

07 Faculty and support staff requirement

There are two full time faculty members available and one of them can coordinate the B.Sc Program in Mathematics. There is sufficient staff support from the SDE for processing administrative work. The service of qualified guest teachers and experts from pa nels approved by the Vice Chancellor are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

8. Instructional delivery mechanisms

In addition to providing Self Learning Material, students are offered 60 contact hours each semester, conducted over 10 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use web resources. A collection of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis from this academic year onwards.

10. Procedure for admissions, curriculum transaction and evaluation:

Applications for admissions are received online. Eligibility for admission to BSc Mathematics is a pass in Higher Secondary Examination with Mathematics as one of the subjects of the State or an Examination accepted by the University as equivalent thereto.

11. Fee structure : Rs. 15445/- for entireprogramme.

12. Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV, V and VI Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III, IV, V and VI Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
V and VI Semester	First week of April	

III and IV Semester	Second and Third week of April
I and II Semester	Fourth week of April

13. Financial Assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST department as per the rules laid down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

14. Curriculum transaction and evaluation

Curriculum is transacted in the Distance Mode with the help of Self Learning Material and Personal Contact Classes. The uses of web-based tools are not in place yet, but steps are being initiated. Evaluation is continuous and end semester. Continuous Evaluation requires the submission of one assignment and one Test Paper for the course carrying 20 marks per paper. End Semester Examinations are conducted by the Controller of Examinations, University of Kerala. The written exams carry 80 marks perpaper.

15. Requirement of the laboratory support and Library Resources:

Laboratory hours are mandatory for B.Sc Mathematics. For computer papers, students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 23,000 books. Library automation is done using LibSoft software which facilitates all in-house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 500/- has to be remitted by the students to obtain membership in the Library, of which Rs.400/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

16. Cost estimate of the program and the provisions: (Base 2019-20)

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for B. Sc Mathematics programme (150 students)
01	Pay and Allowance	435.00	667400
02	Contact classes and evaluation	80.00	30700
03	Course materials	100.00	38400
04	Advertisement charges	25.00	9600
05	Postage and telephone	7.4	2800
06	Books and Periodicals	3.5	1300
07	Miscellaneous	9.95	3800
	Total	660.85	754000
	Provisions (6%)		45240

	Total		799240 Cost per student/ year=Rs.5328

17. Quality assurance mechanism and expected programoutcomes:

The University Board of Studies for Mathematics programs will approve and review the syllabus, course content, and the Self Learning Material of B. Sc Mathematics offered in the distance mode also.

The overall ensuring of quality will be closely monitored by the Centre for Internal Quality Assurance, School of Distance Education.

17. Expected Programme Outcomes

Towards the end of the programme, students will be able to:

- Apply fundamental principles and methods of Mathematics to a wide range of applications.
- To develop the ability to analyze mathematical problems.
- To formulate the critical problems in daily life to mathematical model.
- To motivate research activities in various field in Mathematics, statistics, population and applied mathematics.
- To prepare for other eligible job areas in state and central govt.

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

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School of Distance Education

Bachelor of Science (Computer Science)
Programme Project Report

(a) Programme's Mission and Objectives

Mission

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education to all, the programme B.Sc. Computer Science aims at imparting thorough grounding to the students in the theoretical and practical aspects of the computer science discipline and to groom them to good computer professionals in the undergraduate level.

Objectives

i. To provide students with the knowledge in the fields of information technology and management it develops students with a requisite professional skills and problem solving abilities for pursuing a career in software industry.
ii. To be a foundation graduate programme this will act as a feeder course for higher studies in the area of Computer Science/Applications.
iii. To prepare students with the necessary skills to enter in technological fields such as system programming, technical support etc.

(b) Relevance of the program with HEI's Mission and Goals:

Offered in the distance mode, B.Sc. Computer Science will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focussed, quality and cost conscious but socially responsible education.

B.Sc. Computer Science in the distance mode will be a feeder programme for the M.Sc Computer Science/MCA programmes offered by the university, and it follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala.

(c) Nature of prospective target group of learners

B.Sc. Computer Science programme has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges. The objective of School of Distance Education is to provide education facilities to all qualified and willing persons who are unable to join regular colleges due to various reasons. This will join the attempt to democratising higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of learning, eligibility for enrolment and age of entry.

Understanding the needs of the learners we have structured our learning material and induction programmes to lead the fresh learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.

(d) Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:

B.Sc. Computer Science programme will ensure the following skills and competences in the learners.

1. Programming -The ability to design and write computer programs by using different programming languages and in different platforms.

2. Network Management -Able to setup and manage networks.

3. Web design -Able to design and create web pages and creation of websites.

4. 4.Database Management-Able to create and manage databases.
5. Analytical and Logical skills-Ability to identify a problem and coming up with a most suitable technological solution to address it.

6. Problem solving skills-Ability to solve complex problems in a systematic and logical way.

(e) Instructional Design:

Instructional Design:

SCHEME AND DISTRIBUTION OF MARKS

Semester 1

Course code	Credits	Course Name	CE	ESE	Total
EN1111.4	2	Speaking and listening skills	20	80	100
MM1131.10	3	Mathematics I	20	80	100
CS1121	2	Introduction to IT	20	80	100
CS1131	3	Digital Electronics	20	80	100
CS1141	4	Introduction to Programming	20	80	100
CS1142	3	Programming Lab – I	20	80	100
CS1132	3	Digital Electronics Lab	20	80	100
TOTAL	**20**		**140**	**560**	**700**

Semester 2

Course code	Credits	Course Name	CE	ESE	Total
EN1211.4	2	Writing and Presentation Skills	20	80	100
MM1231.10	3	Mathematics II	20	80	100
CS1221	3	Environmental Studies	20	80	100
CS1241	3	Data Structures	20	80	100
CS1242	3	Object Oriented Programming	20	80	100
CS1243	3	Programming Lab – II	20	80	100
CS1244	3	Data Structures Lab	20	80	100
TOTAL	**20**		**140**	**560**	**700**

Semester 3

Course code	Credits	Course Name	CE	ESE	Total
CS1341	2	Computer Organization & Architecture	20	80	100
CS1342	3	Software Engineering	20	80	100
CS1343	3	Operating Systems	20	80	100
CS1344	3	Internet Programming	20	80	100
CS1345	3	Microprocessors & Peripherals	20	80	100
CS1346	3	Programming Lab – III	20	80	100
CS1347	3	Internet Programming– Lab	20	80	100
TOTAL	**20**		**140**	**560**	**700**

Semester 4

Course code	Credits	Course Name	CE	ESE	Total
CS1441	3	Design And Analysis of Algorithms	20	80	100
CS1442	3	Database Management Systems	20	80	100
CS1443	3	Computer Networks	20	80	100
CS1444	3	Programming in Java	20	80	100
CS1445	2	Minor Project	-	100	100
CS1446	3	Programming Lab – IV	20	80	100
CS1447	3	Databases Lab	20	80	100
TOTAL	**20**		**120**	**580**	**700**

Semester 5

Course code	Credits	Course Name	CE	ESE	Total
CS1541	3	Free and Open Source Softwares (Foss)	20	80	100
CS1542	3	System Software	20	80	100
CS1543	3	Computer Graphics	20	80	100
CS1551.1 CS1551.2 CS1551.3	2	**Open Course** Internet Technology Linux Environment Business Informatics	20	80	100
CS1561.1 CS1561.2 CS1561.3	3	**Elective** Multimedia Systems Bioinformatics Trends in Computing	20	80	100
CS1544	3	Computer Graphics Lab	20	80	100
CS1545	3	Free and Open Source Software (Foss) Lab	20	80	100
TOTAL	**20**		**140**	**560**	**700**

Semester 6

Course code	Credits	Course Name	CE	ESE	Total
CS1641	4	Introduction to Information Security	20	80	100
CS1642	4	Artificial Intelligence	20	80	100
CS1643	4	E-Commerce & E-Governance	20	80	100
CS1661.1 CS1661.2 CS1661.3	4	**Electives** Mobile Computing Embedded Systems Data Mining & Data Warehousing	20	80	100
CS1644	4	Major Project & Viva	-	100	100
TOTAL	**20**		**80**	**420**	**500**
GRAND TOTAL	**120**				**4000**

Duration of the programme

6 Semesters, three years.

Faculty and support staff requirement

There are three full time faculty members available and one of them coordinates the B.Sc. Computer Science Programme. There is sufficient staff support from the SDE office for processing administrative work. The service of qualified guest teachers and experts from panels approved by the Vice Chancellor are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

Instructional delivery mechanisms

In addition to providing Self Learning Material, students are offered 60 contact hours each semester(for theory), conducted over 10 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use web resources. A repertoire of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis from this academic year onwards.

(f) Procedure for admissions, curriculum transaction and evaluation

Applications for admissions are received online. Eligibility criteria for admission to B.Sc. Computer Science is a pass in Higher Secondary Examination or any other examination recognized as equivalent thereto by the University of Kerala with Mathematics as one of the optional subjects.

(g)**Academic Calendar**

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV, V and VI Semester	Last week of June	Last week of July

I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III, IV, V and VI Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
V and VI Semester	First week of April	
III and IV Semester	Second and Third week of April	
I and II Semester	Fourth week of April	

Fee structure: Rs.17075/- for entire programme.

Financial Assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed from SC/ST department as per the rules laid done by the government of Kerala and will be remitted to Kerala University Fund(KUF).

Programme Delivery

The programme is being delivered with the help of SLM and Personal Contact Programmes. The SLM is being dispatched to the students during each semester by hand or by post.The use of web-based tools is not in place yet, but steps are being initiated. Evaluation is continuous and end semester. Continuous Evaluation requires the submission of one assignment and one Test Paper for each course carrying 10 marks each.

End Semester Examinations are conducted by the Controller of Examinations, University of Kerala. The written exams carry 80 marks per paper. There is one mini project in the 4^{th} semester and a major project in the 6^{th} semester, each carries 100 marks.

(g) Requirement of the laboratory support and Library Resources:

Laboratory hours are mandatory for B.Sc. Computer Science programme. Students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 23,000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 500/- has to be remitted by the students to obtain membership in the Library, of which Rs. 400/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

(h) Cost estimate of the programme and the provisions: Base (2019-20)

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for BSc CS programme (200 students)
01	Pay and Allowance	435.00	634782
02	Contact classes and evaluation	80.00	61569
03	Course materials	100.00	76962
04	Advertisement charges	25.00	19240
05	Postage and telephone	7.4	5695
06	Books and Periodicals	3.5	2694
07	Miscellaneous	9.95	7657
	Total	660.85	808599
	Provisions (6%)		48516
	Total		857115 Cost per student/ year=Rs.4285

(i) Quality assurance mechanism and expected programme outcomes :
Quality Assurance Mechanism

The SDE, University of Kerala has devised the following mechanism for monitoring the effectiveness of the B.Sc. Computer Science programme to enhance its standards of curriculum and instructional design.

(a) Established a Centre for Internal Quality Assurance (CIQA) at the University level to develop and put in place a comprehensive and dynamic internal quality assurance system to enhance the quality of the programmes offered through distance mode as per the norms and guidelines of the University Grants Commission (Open and Distance Learning) Regulations, 2017.

(b) The CIQA is periodically conducting institutional quality audits, to promote quality assurance and enhance as well as spread best- in-class practices of quality assurance. The CIQA conducts the quality audit by addressing the following seven broad areas, namely:

i. Governance, leadership and management

ii. Articulation of higher educational institutions objectives

iii. Programme development and approval processes

iv. Infrastructure resources

v. Learning environment and learner support

vi. Assessment & evaluation of learning outcomes

vii. Teaching quality and staff development

(c) The SDE has an approved panel of experts for preparing SLM. The SLM prepared is being edited by the course coordinator. The CIQA also oversees the development and preparation of SLMs. Then submit the SLMs to the Board of Studies concerned for the approval. The SLMs are developed with the approach of self explanatory, self-contained, self-directed, self- motivating and self-evaluating.

(d) The SDE of the University has three full time faculty members exclusively for coordinating the programme and also has a panel of qualified guest teachers for counselling students and engaging in personal contact programmes.

Expected Programme Outcomes:

Towards the end of the programme, students will be able to:

- Apply fundamental principles and methods of Computer Science to a wide range of applications.
- Design, correctly implement and document solutions to significant computational problems.
- Analyze and compare alternative solutions to computing problems.
- Design and implement software systems that meet specified design and performance requirements.
- Work effectively in teams to design and implement solutions to computational problems.
- Communicate effectively, both orally and in writing.
- Think critically and creatively, both independently and with others.
- Recognize the social and ethical responsibilities of a professional working in the discipline.
- Adapt to new developments in the field of computer science.

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

DIRECTOR
School of Distance Education
University of Kerala, Kariavattom
Thiruvananthapuram - 695 581

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UNIVERSITY OF KERALA

UNIVERSITY OF KERALA
School of Distance Education

Bachelor of Computer Applications (BCA)

PROGRAMME PROJECT REPORT

(a) Programme's Mission & Objectives

Mission

Mission of distance education is to provide affordable, accessible, effective learning opportunities for those students who because of time, geographic or other constraints could not attend traditional on-site regular classes. Keeping that in view, School Of Distance Education offers BCA degree to prepare the learners for manpower requirement of the fast developing IT/Software Industry.

Objectives

i. To expertise students in the fields of information technology and management, computer programming, internet operations, computer applications, business communication, logic design, data structure, systems analysis, computer architecture, data base management etc.

ii. To prepare students with the necessary skills to build successful careers in the information sector.

(b) Relevance of the program with HEI's Mission and Goals:

Offered in the distance mode, BCA will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focussed, quality and cost conscious but socially responsible education.

BCA in the distance mode will be a feeder programme for the MCA programmes offered by the university, and it follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala.

(c) Nature of prospective target group of learners:

A BCA programme has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges. This will join the attempt to democratising higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of learning, eligibility for enrolment and age of entry.

Understanding the needs of the learners we have structured our learning material and induction programmes to lead the fresh learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.

(d) Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence

After getting a BCA degree, one can enter any of the following roles:

1. Joining IT firms, software and web developments

BCA has endless scopes in software. Those who have skills and knowledge in programming and languages like HTML, CSS, MySQL etc can choose an IT industry with web development background. Software development requires good skill and knowledge of the programming languages like .Net, C++, Java etc

2. System Analyst

A system analyst is an information technology professional who specializes in analyzing, designing and implementing information systems. System analysts assess the suitability of information systems in terms of their intended outcomes.

3. Network Manager

A network manager manages and maintains the network, as well as network performance monitoring, identifying, installing and maintaining upgrades to the network.

4. Digital Marketing

BCA can also make a career in digital marketing. This field is emerging day by day.

(e) Instructional Design:

SCHEME AND SYLLABUS AND DISTRIBUTION OF MARKS

Semester 1

Course code	Credits	Course Name	CE	ESE	Total
EN1111.4	2	Speaking and listening skills	20	80	100
MM1131.9	3	Mathematics I	20	80	100
CP1121	3	Introduction to IT	20	80	100
CP1131	3	Digital Electronics	20	80	100
CP1141	4	Introduction to Programming		80	100
CP1142	3	Programming Lab – I	20	80	100
CP1122	2	PC Software Lab	20	80	100
TOTAL	**20**		**140**	**560**	**700**

Semester 2

Course code	Credits	Course Name	CE	ESE	Total
EN1211.4	2	Writing And Presentation Skills	20	80	100
MM1231.9	3	Mathematics	20	80	100
CP1241	3	Environmental Studies	20	80	100
CP1242	3	Object nte d	20	80	100

		Programming			
CP1243	3	Data Structures	20	80	100
CP1244	3	Programming Lab – II	20	80	100
CP1245	3	Data Structure Lab	20	80	100
TOTAL	**20**		**140**	**560**	**700**

Semester 3

Course code	Credits	Course Name	CE	ESE	Total
CP1331	3	Computer Oriented Numerical Methods	20	80	100
CP1341	3	Computer Networks	20	80	100
CP1342	3	Operating Systems	20	80	100
CP1343	2	Computer Organization & Architecture	20	80	100
CP1344	3	Programming in JAVA	20	80	100
CP1345	3	Programming Lab – IV	20	80	100
CP1346	3	Numerical Methods Lab	20	80	100
TOTAL	**20**		**140**	**560**	**700**

Semester 4

Course Code	Credits	Course Name	CE	ESE	Total
CP1441	2	Introduction to Information Security	20	80	100
CP1442	3	Visual Tools	20	80	100
CP1443	3	Database Management Systems	20	80	100
CP1444	3	Design and Analysis of Algorithms	20	80	100
CP1445	3	System Software	20	80	100
CP1446	3	Visual Tools Lab	20	80	100
CP1447	3	Databases Lab	20	80	100
TOTAL	**20**		**140**	**560**	**700**

Semester 5

Course code	Credits	Course Name	CE	ESE	Total
CP1541	3	Free and Open Source Softwares (FOSS)	20	80	100
CP1542	3	Computer Graphics		80	100
CP1543	3	Internet Programming	20	80	100
CP1551.1 CP1551.2	2	**Open Course** Internet Technology LINUX Environment	20	80	100

CP1551.3		Business Informatics			
CP1544	3	System Analysis & Design	20	80	100
CP1545	3	Internet Programming Lab	20	80	100
CP1546	3	Computer Graphics Lab	20	80	100
TOTAL	**20**		**140**	**560**	**700**

Semester 6

Course code	Credits	Course Name	CE	ESE	Total
CP1641	2	Business Informatics	20	80	100
CP1642	4	Object Oriented Analysis and Design	20	80	100
CP1643	4	Data Mining & Data Warehousing	20	80	100
CP1661.1 CP1661.2	4	**Elective** Bioinformatics Trends in Computing Software	20	80	100
CP1644	3	Free and Open Source Software (FOSS) Lab	20	80	100
CP1645	3	Major Project &VIVA	-	100	100
TOTAL	**20**		**100**	**500**	**600**
Grand Total	**120**				**4100**

(f) Duration of the programme

6 Semesters, three years.

(g) Faculty and support staff requirement

There are three full time faculty members available and one of them coordinates the BCA Programme. There is sufficient staff support from the SDE office for processing administrative work. The service of qualified guest teachers and experts from panels approved by the Vice Chancellor are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

(h) Instructional delivery mechanisms

In addition to providing Self Learning Material, students are offered 60 contact hours each semester, conducted over 10 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use web resources. A repertoire of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis from this academic year onwards.

(i) Procedure for admissions, curriculum transaction and evaluation:

Application for admissions is received online. Eligibility for admission to BCA is a pass in

Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.

Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV, V and VI Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III, IV, V and VI Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
V and VI Semester	First week of April	
III and IV Semester	Second and Third week of April	
I and II Semester	Fourth week of April	

Tuition fee is waived for students belonging to eligible categories.

(j) Fee structure: Rs 18390/- for entire programme

Curriculum is transacted in the Distance Mode with the help of Self Learning Material and Personal Contact Classes.

The use of web-based tools is not in place yet, but steps are being initiated. Evaluation is continuous and end semester.

Continuous Evaluation requires the submission of one assignment and one Test Paper for each course carrying 20 marks each.

End Semester Examinations are conducted by the Controller of Examinations, University of Kerala. The written exams carry 80 marks per paper.

(k) Requirement of the laboratory support and Library Resources:

Laboratory hours are mandatory for BCA, but students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity. The SDE has a separate Library with more than 28,000 books. Library auto mation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount

of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

(l) Cost Estimate of the Programme and the Provisions (Base 2019-20)

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for BCA programme (200 students)
01	Pay and Allowance	435.00	400000
02	Contact classes and evaluation	80.00	75000
03	Course materials	100.00	185000
04	Advertisement charges	25.00	19240
05	Postage and telephone	7.4	5695
06	Books and Periodicals	3.5	2694
07	Miscellaneous	9.95	7657
	Total	660.85	695286
	Provisions (6%)		41717
	Total		737003 Cost per student/ year=Rs.3685

(m) Quality assurance mechanism and expected programme outcomes

The University Board of Studies for Computer Science programmes approves and reviews the syllabus, course content, and the Self Learning Material of BCA offered in the distance mode also. The overall ensuring of quality will be closely monitored by the Centre for Internal Quality Assurance, School of Distance Education.

(n) Expected Outcomes

After acquiring this course the students will be able to:

- Develop programming skills that can lead them to jobs like software developer, software test engineer etc.
- Quite knowledgeable in various computer applications and the latest developments in IT and communication systems.
- Develop skills in software development so as to enable the BCA graduates to take up self employment in Indian and global markets.
- Recognize the need for professional development.
- Develop sensitivity and awareness which leads to commitment and courage.
- Develop critical ability to distinguish between essence and form.

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

REGISTRAR
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UNIVERSITY OF KERALA
School of Distance Education

Bachelor of Library and Information Science (BLISc)

PROGRAMME PROJECT REPORT

1. University of Kerala

The University of Kerala is a State university located in Thiruvananthapuram, the capital city Kerala. University of Kerala is the first University in the State, originally established as the University of Travancore in 1937 and is the 16th oldest University of the country. The present territorial jurisdiction of the University extends to the revenue districts of Thiruvananthapuram, Kollam, Alapuzha and Pathanamthitta. The University of Kerala is offering courses in regular as well as distance mode. In regular mode the University offers wide range of programmes at the undergraduate, post graduate, MPhil, doctoral levels, post graduate diploma, diploma and certificate levels. In distance mode the University offers 13 UG and 13 PG programmes. The University of Kerala has undergone immense transformation on various fronts during the last 80 years. The University has been recognized by the UGC as per UGC Act, 1956 under Section 2 (f) and 12 (b) and has been reaccredited by NAAC with A grade in 2015. University also bagged the First Chancellor's Award for the Best University in Kerala in 2015. There are at present 223 affiliated colleges and 82 research centres under the University and have 42 teaching and research departments (under 11 schools), 10 teacher education centres, 7 UIMs and 17 UITs. There are at present 149 faculty members of which 30 are Professors, 35 Associate Professors and 84 Assistant Professors under its 42 teaching and research departments. In addition, there are 54 guest faculty members and 10 visiting faculty members working in the departments. Among the teaching faculty members 160 are PhD degree holders. 1492 administrative staff and 30 technical staff are also working in the University.

2. The School of Distance Education

The School of Distance Education (SDE), started in 1976 as a teaching and research department of the University of Kerala, is one of the pioneering centres of distance learning in the State. The aims and objectives of the school include:

- Democratizing higher education to large segments of the population, in particular the disadvantaged groups like those living in remote and rural areas, working people, and women.
- Providing an innovative system of university-level education which is both flexible and open in terms of methods, pace of learning, eligibility for enrollment and age of entry.
- Providing an opportunity for up-gradation of skills and qualifications.
- Developing education as a lifelong activity to enable persons to update their knowledge or acquire knowledge in new areas.

University of Kerala is one of the Universities in India having appointed permanent full time teaching faculty members for running the distance education programmes. The SDE

has 19 permanent faculty members and 9 full time contract faculty members with diverse academic backgrounds and rich experience in the rank of Professors, Associate Professors and Assistant Professors. The school had recognition of the erstwhile Distance Education Council (DEC) for 45 programmes till 2014-15. In line with the efforts of the UGC to stream line the distance learning mode, the SDE also redefined its programmes and got the UGC recognition to offer 13 UG and 12 PG programmes from the academic year 2017-18 onwards. The SDE has no private off campus/learner support centres.

3. Details of the Proposed B.L.I.Sc Programme

Programme's Mission & Objectives

(a) Mission

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education too all, the programme Bachelor of Library and Information Science (B.L.I.Sc) provides a meaningful educational experience that meets current and emerging library, information and technology needs, and prepares students for productive roles in a variety of continually evolving information environments, or to continue their education..

(b) Objectives

The objectives of the Bachelor of Library and Information Science (B.L.I.Sc) are:

I. To give the students an understanding of the basic principles and fundamental laws of library and information science.

II. To enable the students to understand and appreciate the place and functions of different types of libraries in the changing social and educational setup; and

III. To give training to the students in the techniques and routines of modern library management.

Relevance of the Program with HEI's Mission and Goals

Offered in the distance mode, Bachelor of Library and Information Science (B.L.I.Sc) will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focused, quality and cost conscious but socially responsible education.

B.L.I.Sc in the distance mode will be a feeder programme for the M.L.I.Sc programmes offered by the university, and it follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala.

Nature of Prospective Target Group of Learners

BLISc programme has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges and university departments.

- Graduate pass outs who are seeking a career at library profession.
- Those who like to be a library professional.

- Diploma holders who seek graduation in library and information science.

Understanding the needs of the learners we have structured our learning material and induction programmes to lead the learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.

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

The B.L.I.Sc programme will see to ensure the following skills and competences in the learners.

1. Understanding Library: Knowledge of the philosophy and techniques of library service

2. IT Skills: The ability to use computer applications.

3. Software Skills: The ability to familiar with library automation softwares. And also understand various digital library softwares.

4. Library Management: The ability to manage all the activities of libraries.

5. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form

Instructional Design

Semester	Course Number	Course Title	Maximum Marks		
			Internal Assessment	Written exam (3 hrs.)	Total
I	LISB41	Library and Society	25	75	100
	LISB42	Library Management	25	75	100
	LISB43	Library Classification and Cataloguing (Theory)	25	75	100
	LISB44	Library Classification (Practical)	25	75	100
		Total			**400**
II	LISB45	Information Sources, Services and Systems	25	75	100
	LISB46	Information Technology (Theory)	25	75	100
	LISB47	Information Technology (Practical)	25	75	100
	LISB48	Library Cataloguing (Practical)	25	75	100
		Total			**400**
		Grand Total			**800**

Procedure for Admissions, Curriculum Transaction and Evaluation

Applications for admissions are received online. Eligibility for admission to B.L.I.Sc is a pass in degree of any other university recognised as equivalent thereto.

The curriculum is transacted in distance mode with the help of SLMs and contact classes. Evaluation is continuous and end semester. Continuous assessment is set apart for 25 marks for each paper. These 25 marks are apportioned as 5 marks for attendance, 10 marks for test papers and assignments' and 10 marks for seminar presentation. The terminal examination in each paper is of three hours duration and carries 75 marks.

Fee structure: Rs. 6250/- for entire programme. Tuition fee is waived for students belonging to eligible categories.

Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III, IV Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
III and IV Semester	Second and Third week of April	
I and II Semester	Fourth week of April	

Financial Assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST department as per the rules laid down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

Requirement of the Laboratory Support and Library Resources

Students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 23,000 books. Library automation is done using LibSoft software which facilitates all in-house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 500/- has to be remitted by the students to obtain membership in the Library, of which Rs. 400/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

Cost Estimate of the Programme and the Provisions (Base 2019-20)

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for B.LISc programme (200 students)
01	Pay and Allowance	435.00	334782
02	Contact classes and evaluation	80.00	61569
03	Course materials	100.00	76962
04	Advertisement charges	25.00	19240
05	Postage and telephone	7.4	5695
06	Books and Periodicals	3.5	2694
07	Miscellaneous	9.95	7657
	Total	660.85	508599
	Provisions (6%)		30516
	Total		539115 Cost per student/ year=Rs.2695
	Total	567.33532	836250
	Provisions (6%)		50175
	Total		886425 Cost per student/ year=Rs.4432/-

Quality Assurance Mechanism

Quality in monitored through a continuous assessment system. The distance learning program would be monitored continuously by fulltime faculty in Library and information Science available under school of distance education. The faculty members will continuously interact with students on strengthening the learning process.

Expected Programme Outcome

Towards the end of the programme, students will be able to:

- Develop the capacity to maintain a full-fledged library.
- Motivate the awareness of library
- Eligible for higher studies in library science
- Process information by effective use of IT tools
- Develop an understanding of various library management tools
- Eligible for applying national and international jobs in Libraries
- Develop self-confidence and awareness of general issues prevailing in the society

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

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REGISTRAR
IN-CHARGE

UNIVERSITY OF KERALA

UNIVERSITY OF KERALA
School of Distance Education

Master of Arts (English)
PROGRAMME PROJECT REPORT

1. University of Kerala

The University of Kerala is a State university located in Thiruvananthapuram, the capital city of Kerala. University of Kerala is the first University in the State, originally established as the University of Travancore in 1937 and is the 16th oldest University of the country. The present territorial jurisdiction of the University extends to the revenue districts of Thiruvananthapuram, Kollam, Alapuzha and Pathanamthitta. The University of Kerala is offering courses in regular as well as distance mode. In regular mode the University offers wide range of programmes at the undergraduate, post graduate, MPhil, doctoral levels, post graduate diploma, diploma and certificate levels.In distance mode the University offers 13 UG and 13 PG programmes.The University of Kerala has undergone immense transformation on various fronts during the last 80 years. The University has been recognized by the UGC as per UGC Act, 1956 under Section 2 (f) and 12 (b) and has been reaccredited by NAAC with A grade in 2015. University also bagged the First Chancellor's Award for the Best University in Kerala in 2015. There are at present 223 affiliated colleges and 82 research centres under the University and have 42 teaching and research departments (under 11 schools), 10 teacher education centres, 7 UIMs and 17 UITs. There are at present 149 faculty members of which 30 are Professors, 35 Associate Professors and 84 Assistant Professors under its 42 teaching and research departments. In addition, there are 54 guest faculty members and 10 visiting faculty members working in the departments. Among the teaching faculty members 160 are PhD degree holders. 1492 administrative staff and 30 technical staff are also working in the University.

2. The School of Distance Education

The School of Distance Education (SDE), started in 1976 as a teaching and research department of the University of Kerala, is one of the pioneering centres of distance learning in the State. The aims and objectives of the school include:

- Democratizing higher education to large segments of the population, in particular the disadvantaged groups like those living in remote and rural areas, working people, and women.
- Providing an innovative system of university- level education which is both flexible and open in terms of methods, pace of learning, eligibility for enrollment and age of entry.
- Providing an opportunity for up-gradation of skills and qualifications.
- Developing education as a lifelong activity to enable persons to update their knowledge or acquire knowledge in new areas.

University of Kerala is one of the Universities in India having appointed permanent

full time teaching faculty members for running the distance education programmes. The SDE has 19 permanent faculty members and 8 full time contract faculty members with diverse academic backgrounds and rich experience in the rank of Professors, Associate Professors and Assistant Professors. The school had recognition of the erstwhile Distance Education Council (DEC) for 45 programmes till 2014-15. In line with the efforts of the UGC to stream line the distance learning mode, the SDE also redefined its programmes and got the UGC recognition to offer 13 UG and 13 PG programmes from the academic year 2017-18 onwards. The SDE has no private off campus/learner support centres.

3. Details of the Proposed MAEnglish Programme

(a) **Programme's mission & objectives**

Mission & Objectives

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education to all, the programme MAEnglish Language and Literature aims at imparting knowledge in English Language and literature, and skills in using English language in the post graduate level.

i. To help learners form a substantial foundation on literary forms, the history of English language, literature and literary works including samples of Indian literature.

ii. To impart skills to critically evaluate and appreciate literary works, to extend this ability to other cultural and artistic forms.

iii. To impart and fine tune English language skills essential for employability and for vertical professional mobility.

(b) Relevance of the program with HEI's Mission and Goals:

Offered in the distance mode, MA English will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focused, quality and cost conscious but socially responsible education.

MA English follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala.

(c) Nature of prospective target group of learners

MA programme in English Language and literature has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges. This will join the attempt to democratising higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of learning, eligibility for enrolment and age of entry.

Understanding the needs of the learners we have structured our learning material and induction programmes to lead the fresh learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.

(d) Appropriateness of the programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:

The MAEnglish programme will see to ensure the following skills and competences in the learners.

1. Reading skills:read texts with careful attention and appreciate them recognize key ideas in texts and rhetorical strategies used to develop them respond to aesthetic, rhetorical, and cultural qualities in texts.

2. Writing skills: write clearly and fluently in multiple genres, organize coherently and logically, edit writing so that it conforms to standard usage, develop convincing, well-supported essays,

3. Understanding Literature: understand the relationship of literature to history and culture, understand the history of literature in English in terms of major periods and authors, recognize and define major genres of literature, and recognize and define formal features in literature.

4. Understanding English Language: learn the history and evolution of English language, understand English Grammar and phonology, and understand further the structure of English, understand the various forms of English and its use in different circumstances like spoken English, official English, scientific English, computing English etc.

5. Understanding Theory and Criticism: understand and implement several literary and rhetorical theories, relate the study of discourse in English to English language and comparison of eastern and western theories, understand the general nature, purpose, and methods of English studies

6. Doing Research: understand and use basic research tools, develop questions and topics worth researching, incorporate research into writing

(e) Instructional Design

The MA English programme proposed here is also offered by the University through regular mode. Also, the programme has been approved by the statutory bodies of the University. Further, the University is revising the curriculum and syllabi of its MAEnglish programme once in every three years to ensure that the content is updated to reflect current academic knowledge and practice, and also to ensure that the University provides the best learning experiences possible for students. Academic staff and experts in the area of English propose changes in the curriculum and syllabi at the curriculum and syllabus revision workshop generally convened at least six months before the due date of curriculum and syllabus revision. Major changes are then submitted to the Board of Studies of English (Pass) of the University for Final Approval. As part of curriculum design, the curriculum and syllabus revision workshop considers curriculum analysis of social needs, translating the needs into course, splitting the objectives into specific objectives, grouping the specific objectives into subjects, deriving the subjects from the classification, specifying enabling objectives, unitising each subject matter, specification of required time and syllabus formulation.

(f) Programme Details

Semester	Paper Code	Title of the Paper	Maximum Marks		
			CE	ESE	Total
I	EL 211	Chaucer to the Elizabethan Age	25	75	100
	EL 212	Shakespeare	25	75	100
	EL 213	The Augustan Age	25	75	100
	EL 214	The Romantic Age	25	75	100
II	EL 221	The Victorian Age	25	75	100
	EL 222	The 20th century	25	75	100
	EL 223	Indian Writing in English	25	75	100
	EL 224	Literary Theory 1	25	75	100
III	EL 231	Linguistics & Structure of the English Language	25	75	100
	EL 232	Literary Theory 2	25	75	100
	EL 233	Contemporary Malayalam Literature in English Translation	25	75	100
	EL 233	Dalit Writing	25	75	100
IV	EL 241	English Language Teaching	25	75	100
	EL 242	Introduction to Cultural Studies	25	75	100
	EL 243	European Fiction	25	75	100
	EL 243	Film Studies	25	75	100
	EL 244	Comprehensive Paper	-	100	100
	EL 245	Project & Project based Viva Voce	-	100	100
		Total			**1800**

(g) Duration of the programme

Four Semesters, two years.

(h) Faculty and support staff requirement

There are two full time faculty members available and one of them coordinates the MA Programme in English. There are sufficient number of administrative staff in the SDE in the rank of Deputy Registrar (One), Assistant Registrars (Three), Section Officers (Six), Assistants (18), Computer operators (Four) and Class Four staff (12) for the administrative support. The service of qualified guest teachers and experts from panels approved by the University are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

(i) Instructional delivery mechanisms

In addition to providing Self Learning Material, students are offered 60 contact hours each semester, conducted over 10 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use web resources. A repertoire of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis

from this academic year onwards.

(j) Student Support Service Systems at SDE

(a) Information Centre, (b) Library with good collection of books and journals (c) Wi-Fi connectivity, (d) Counselling, (e) Students feedback, (f) Placement cell, (g) Students Grievance Redressal Cell, (g) Alumni Association, (i) Women's Cell, (j) Research Cell, (k) Post Office , (l) Snack bar and Refreshment Centre, (m) Restrooms, (n) Reprographic centre, (o) Drinking water etc.

(k) Procedure for admissions, curriculum transaction and evaluation

The admission notifications for MA English programme, among others are being issued in leading national and regional dailies during June-July. The detailed information regarding admission is being given on the SDE website (www.ideku.net) and on the university website (www.de.keralauniversity.ac.in). Students seeking admission shall apply online.

(l) Minimum Eligibility for Admission

Eligibility for admission to MA English, as per university norms is graduation in English (with not less than 4.5 CCPA(S) for graduates who have passed qualifying examination in CBCS pattern - 2013 admissions / with not less than 1.8 CGPA(S) for graduates who have passed qualifying examination in CBCS pattern prior to 2013 admissions / with not less than 45% marks in part III optional subjects for graduates who have passed qualifying examination in Annual scheme / other pattern) or graduation in any subject with Part I English for at least 300 marks.

(m) Fee Structure: The fee for the course is Rs.10,305/-(Rupees Ten thousand three hundred and five only) .Tuition fee is waived for students belonging to eligible categories.

(n) Financial Assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed from SC/ST department as per the rules laid down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

(o) Programme Delivery

The programme is being delivered with the help of SLM and Personal Contact progammes. The SLM is being dispatched to the students during each semester by hand or by post. And, at the end of each semester assignments are given and the marks are included in the ESA. The use of web-based tools is not in place yet, but steps are being initiated.

(p) Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III & IV Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
III and IV Semester	First week of April	
I and II Semester	Second and Third week of April	

(q) Evaluation

The evaluation of the programme will consist of two parts: a) Continuous Assessment (CA) b) End Semester Evaluation (ESE) The CA and ESE ratio shall be 1:4 i.e. a maximum of 25 marks for CA and a maximum of 75 marks for ESE. There will be no separate minimum for CA and ESE. However, the minimum pass requirement of a course will be 40%. Minimum marks required for passing a programme will also be 40%.

The classification of results of the programme shall be done at the end of the 4 th semester based on the total marks secured for all semesters and shall be as follows.

Candidates securing not less than 40% but below 50% - Third Class Candidates securing not less than 50% but below 60% - Second Class Candidates securing 60% and above - First Class

(a) Continuous Assessment (CA): In a semester each student shall be required to submit one assignment and do one Test Paper/Practicum/Case Analysis for each course without which his/her results will be withheld. Those who submit their assignments after the due date will have to pay a late fee as fixed by the university from time to time. The components of CA are, Assignment (15 marks) and Test Paper/Practicum /Case Analysis (10 marks). The results of the CA shall be displayed in SDE website. Complaints regarding the award of marks for CA if any have to be submitted to the Programme Coordinator within 15 working days from the display of results of CA.

(b) End Semester Evaluation (ESE): End Semester Evaluation of all the Courses in all the

semesters including the examination for Essay shall be conducted by the University.

Minimum attendance required for attending ESE will be 50%. However those who cannot secure the required percentage of attendance can appear for ESE by paying a condonation fee fixed by the University. Examinations for odd and even semesters will be conducted together towards the end of every academic year.

Improvement of ESE - Candidates who have successfully completed the Semester, but wish to improve their marks for the End Semester Evaluation (ESE) shall have only one chance for the same along with the next immediate regular batch of students.

Evaluation is continuous and end semester. Continuous Evaluation requires the submission of one assignment for 15 marks and one Test Paper/practicum/ Case analysis for 10 marks for each course carrying a total of 25 marks. End Semester Examinations are conducted by the Controller of Examinations, University of Kerala. The written exams carry 75 marks perpaper.

Scheme of Evaluation Continuous Assessment (CA) Total marks: 25
Allocation of Marks for Each Component

Components	Marks
Assignment	15
Test Course/Practicum/ Case Analysis	10
Total	**25**

End Semester Evaluation (ESE): 75 marks

(r) Requirement of the laboratory support and Library Resources

Laboratory hours are not mandatory for MA English, but students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 23,000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 500/- has to be remitted by the students to obtain membership in the Library, of which Rs. 400/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

4. Cost Estimate of the Programme and the Provisions (Base 2019-20)

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for M.A English programme (600 students)
01	Pay and Allowance	435.00	1804400
02	Contact classes and evaluation	80.00	184707
03	Course materials	100.00	23088
04	Advertisement charges	25.00	57721
05	Postage and telephone	7.4	17085

06	Books and Periodicals	3.5	8080
07	Miscellaneous	9.95	22973
	Total	660.85	2118054
	Provisions (6%)		127083
	Total		2245137 Cost per student/ year=Rs.3742

5. Quality Assurance Mechanism and Expected Programme Outcomes

5.1 Quality Assurance Mechanism

The University Board of Studies for FDP English programmes approves and reviews the syllabus, course content, and the Self Learning Material of MA English offered in the distance mode also.

The overall ensuring of quality will be closely monitored by the Centre for Internal Quality Assurance, School of Distance Education.

The SDE, University of Kerala has devised the following mechanism for monitoring the effectiveness of the MA English programme to enhance its standards of curriculum, instructional design etc.

(a) Established a Centre for Internal Quality Assurance (CIQA) at the University level to develop and put in place a comprehensive and dynamic internal quality assurance system to enhance the quality of the programmes offered through distance mode as per the norms and guidelines of the University Grants Commission (Open and Distance Learning) Regulations, 2017.

(b) The CIQA is periodically conducting institutional quality audits, to promote quality assurance and enhance as well as spread best- in-class practices of quality assurance. The CIQA conducts the quality audit by addressing the following seven broad areas, namely:

i. Governance, leadership and management

ii. Articulation of higher educational institutions objectives

iii. Programme development and approval processes

iv. Infrastructure resources

v. Learning environment and learner support

vi. Assessment & evaluation of learning outcomes

vii. Teaching quality and staff development

(c) The SDE has an approved panel of experts for preparing SLM. The SLM prepared is being edited by the course coordinator. The CIQA also oversees the development and preparation of SLMs. Then submit the SLMs to the Board of Studies concerned for the approval. The SLMs are developed with the approach of being self explanatory, self-contained, self- directed, self- motivating and self-evaluating.

(d) The SDE of the University has two full time faculty members exclusively for coordinating

the programme and also has a panel of qualified guest teachers for counselling students and engaging in personal contact programmes in the Head Quarters at Thiruvananthapuram and study centres at Kollam.

5.2 Expected Programme Outcomes

Towards the end of the programme, students will be able to:

- Develop an ability to effectively communicate both orally and verbally in English
- Develop self confidence and skills for working independently and in a team
- Have a foundation on literary theories, movements and history of English literature
- Develop the ability to critically look at concepts, beliefs and ideas in society, while also learning to critically analyse texts and cultural artifacts.
- Have an increased awareness of the general issues prevailing in the society.

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

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REGISTRAR
IN-CHARGE

UNIVERSITY OF KERALA

UNIVERSITY OF KERALA
School of Distance Education

Master of Arts (Malayalam)
PROGRAMME PROJECT REPORT

1. University of Kerala

The University of Kerala is a State university located in Thiruvananthapuram, the capital city Kerala. University of Kerala is the first University in the State, originally established as the University of Travancore in 1937 and is the 16th oldest University of the country. The present territorial jurisdiction of the University extends to the revenue districts of Thiruvananthapuram, Kollam, Alapuzha and Pathanamthitta. The University of Kerala is offering courses in regular as well as distance mode. In regular mode the University offers wide range of programmes at the undergraduate, post graduate, MPhil, doctoral levels, post graduate diploma, diploma and certificate levels.In distance mode the University offers 13 UG and 13 PG programmes.The University of Kerala has undergone immense transformation on various fronts during the last 80 years. The University has been recognized by the UGC as per UGC Act, 1956 under Section 2 (f) and 12 (b) and has been reaccredited by NAAC with A grade in 2015. University also bagged the First Chancellor's Award for the Best University in Kerala in 2015. There are at present 223 affiliated colleges and 82 research centres under the University and have 42 teaching and research departments (under 11 schools), 10 teacher education centres, 7 UIMs and 17 UITs. There are at present 149 faculty members of which 30 are Professors, 35 Associate Professors and 84 Assistant Professors under its 42 teaching and research departments. In addition, there are 54 guest faculty members and 10 visiting faculty members working in the departments. Among the teaching faculty members 160 are PhD degree holders. 1492 administrative staff and 30 technical staff are also working in the University.

2. The School of Distance Education

The School of Distance Education (SDE), started in 1976 as a teaching and research department of the University of Kerala, is one of the pioneering centres of distance learning in the State. The aims and objectives of the school include:

- Democratizing higher education to large segments of the population, in particular the disadvantaged groups like those living in remote and rural areas, working people, and women.
- Providing an innovative system of university-level education which is both flexible and open in terms of methods, pace of learning, eligibility for enrollment and age of entry.
- Providing an opportunity for up-gradation of skills and qualifications.
- Developing education as a lifelong activity to enable persons to update their knowledge or acquire knowledge in new areas.

University of Kerala is one of the Universities in India having appointed permanent full time teaching faculty members for running the distance education programmes. The SDE has 19 permanent faculty members and 8 full time contract faculty members with diverse academic backgrounds and rich experience in the rank of Professors, Associate Professors and Assistant Professors. The school had recognition of the erstwhile Distance Education

Council (DEC) for 45 programmes till 2014-15. In line with the efforts of the UGC to stream line the distance learning mode, the SDE also redefined its programmes and got the UGC recognition to offer 13 UG and 13 PG programmes from the academic year 2017-18 onwards. The SDE has no private off campus/learner support centres.

3. Details of the Proposed MAMalayalam Programme

3.1 Programme's Mission & Objectives

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education to all, the programme MA Malayalam Language and Literature aims at imparting knowledge in Malayalam Language , literature, culture and skills in using Malayalam language in the post graduate level as the official language of Kerala.

i. To help learners form a substantial foundation on literary forms, the history of Malayalam language, literature,culture and literary works including samples of world literature.
ii. To impart skills to critically evaluate and appreciate literary works, to extend this ability to other cultural and artistic forms.
iii. To impart and fine tune Malayalam language skills essential for employability and for vertical professional mobility.

3.2 Relevance of the Programme with HEI's Mission and Goals

Offered in the distance mode, MAMalayalam will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focused, quality and cost conscious but socially responsible education.

MA Malayalam in the distance mode will be a feeder programme for the BA Malayalam programmes offered by the university, and it follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala.

3.3 Nature of Prospective Target Group of Learners

MA programme in Malayalam Language and literature has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges. This will join the attempt to democratising higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of learning, eligibility for enrolment and age of entry.

Understanding the needs of the learners we have structured our learning material and induction programmes to lead the fresh learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.

3.4 Appropriateness of Programme to Be Conducted In Open and Distance Learning Mode to Acquire Specific Skills and Competence

The MA Malayalam programme will see to ensure the following skills and competences in the learners.

1. Reading skills: Read texts with careful attention and appreciate them recognize key ideas in texts and rhetorical strategies used to develop them respond to aesthetic, rhetorical, and cultural qualities in texts

2. Writing skills: Write clearly and fluently in multiple genres, organize coherently and

logically, edit writing so that it confirms to standard usage, develop convincing, well-supported essays,

3. Understanding Literature: Understand the relationship of literature to history and culture, understand the history of literature in Malayalam in terms of major periods and authors, recognize and define major genres of literature, and recognize and define formal features in literature.

4. Understanding Malayalam Language: Learn the history and evolution of Malayalam language, understand Malayalam Grammar and phonology, and understand further the structure of Malayalam .understand the various forms of Malayalam and its use in different circumstances like spoken Malayalam, official Malayalam, scientific Malayalam, computing Malayalam etc.

5. Understanding Theory and Criticism: understand and implement several literary and rhetorical theories, relate the study of discourse in Malayalam to Malayalam language and comparison of eastern and western theories, understand the general nature, purpose, and methods of Malayalam studies

6. Doing Research: understand and use basic research tools, develop questions and topics worth researching, incorporate research into writing

3.5 Instructional Design

The MAMalayalam programme proposed here is also offered by the University through regular mode. Also, the programme has been approved by the statutory bodies of the University. Further, the University is revising the curriculum and syllabi of its MAMalayalam programme once in every three years to ensure that the content is updated to reflect current academic knowledge and practice, and also to ensure that the University used provide the best learning experiences possible for students. Academic staff and experts in the area of Malayalam propose changes in the curriculum and syllabi at the curriculum and syllabus revision workshop generally convened at least six months before the due date of curriculum and syllabus revision. Major changes are then submitted to the Board of Studies of Malayalam (Pass) of the University for Final Approval. As part of curriculum design, the curriculum and syllabus revision workshop considers curriculum analysis of social needs, translating the needs into course, splitting the objectives into specific objectives, grouping the specific objectives into subjects, deriving the subjects from the classification, specifying enabling objectives, unitising each subject matter, specification of required time and syllabus formulation.

3.5.1 Programme Details

Semester	Paper Code	Title of the Paper	Maximum Marks		
			CE	ESE	Total
I	ML 211	Pracheena sahithyam	25	75	100
	ML 212	Madhyakala sahithyam	25	75	100
	ML 213	Kerala samskaram	25	75	100
	ML 214	Malayala vyakaranam, Gaveshana reethishaasthram	25	75	100
II	ML 221	Adhunika sahithyam-Gadhyam	25	75	100
	ML 222	Adhunika sahithyam-Padhyam	25	75	100

	ML 223	Sahithya meemamsa-Pourashyam	25	75	100
	ML 224	Sahithya meemamsa-Pashchathyam, Gaveshana reethishaasthram	25	75	100
III	ML 231	Samakaala sahithyam- Gadhyam	25	75	100
	ML 232	Vivarthanam Thathwavum Prayogavum	25	75	100
	ML 233	Sanskrit Paper 1- Classical Sanskrit Literature, Poetry, Drama and Definitions of Poetic types of Sanskrit	25	75	100
	ML 234	Malayala vimarshanam	25	75	100
IV	ML 241	Samakaala sahithyam- Padhyam	25	75	100
	ML 242	Sanskrit Paper 2(Prose, Elementary Grammar, Composition and Translation)	25	75	100
	ML 243	`Adhunika bhashashasthram	25	75	100
	EL 244	`Bharatheeya sahithyam-Tharathamyapadanam	25	75	100
	EL 245	Project & Project based Viva Voce OR Essay	Viva.20	80	100
		Comprehensive Viva voce	-	-	100
		Total			**1800**

3.5.2 Duration of the Programme

Four Semesters, two years.

3.5.3 Faculty and Support Staff Requirement

There are three full time faculty members available and one of them coordinates the MA Programme in Malayalam. There are sufficient number of administrative staff in the SDE in the rank of Deputy Registrar (One), Assistant Registrars (Three), Section Officers (Six), Assistants (18), Computer operators (Four) and Class Four staff (12) for the administrative support. The service of qualified guest teachers and experts from panels approved by the University are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

3.5.4 Instructional Delivery Mechanisms

In addition to providing Self Learning Material, students are offered 60 contact hours each semester, conducted over 10 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use web resources. A repertoire of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis from this academic year onwards.

3.5.5 Student Support Service Systems at SDE

(a) Information Centre, (b) Library with good collection of books and journals (c) Wi-Fi connectivity, (d) Counselling, (e) Students feedback, (f) Placement cell, (g) Students Grievance Redressal Cell, (g) Alumni Association, (i) Women's Cell, (j) Research Cell, (k)

Post Office , (l) Snack bar and Refreshment Centre, (m) Restrooms, (n) Reprographic centre, (o) Drinking water etc.

3.6 Procedure for Admissions, Curriculum Transaction and Evaluation

3.6.1 The admission notifications for MA Malayalam programme, among others are being issued in leading national and regional dailies during June-July. The detailed information regarding admission is being given on the SDE website (www.ideku.net) and on the admission website (www.sde.keralauniversity.ac.in). Students seeking admission shall apply online.

3.6.2 Minimum Eligibility for Admission

Application for admission is received online. Eligibility for admission to MA Malayalam, as per university norms is(CBCS Pattern-2013 admissions) BA with Malayalam as core course securing not less than 4.5 CGPA(S)out of 10 or BA /BSc with Malayalam as additional language course securing not less than 5CCPA out of 10 for additional language course / BA Malayalam and Mass Communication(career related/Restructured) OR

(i) CBCS Pattern-Prior to 2013 admissions: BA with Malayalam as core course securing not less than 1.8 CGPA(S)out of 4 or BA /BSc with Malayalam as additional language course securing not less than 2CGPA out of 10 for additional language course / BA Malayalam and Mass Communication(career related/Restructured)OR

(ii) Annual Scheme/Other pattern: BA with Malayalam language as optional Main subject under part iii securing not less than 45% marks for that part or BA/BSc with Malayalam as additional language under part ii securing not less than 50% marks for that part/BA Malayalam and Mass Communication (Restructured).

3.6.3 Fee Structure

The fee for the course is Rs.10,305/- (Rupees Ten thousand three hundred and five only).
Tuition fee is waived for students belonging to eligible categories.

3.6.4 Financial Assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST department as per the rules lay down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

3.6.5 Programme Delivery

The programme is being delivered with the help of SLM and Personal Contact progammes. The SLM is being dispatched to the students during each semester by hand or by post. And, at the end of each semester assignments are given and the marks are included in the ESA. The use of web-based tools is not in place yet, but steps are being initiated.

3.6.6 Academic Calendar

ADMISSION	
Admission Notification	First week of June
Closing date of Admission	Last week of September
Schedule of distribution of study materials	

Course	Date	By Post
III, IV Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III & IV Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
III and IV Semester	First week of April	
I and II Semester	Second and Third week of April	

3.6.7 Evaluation

The evaluation of the programme will consist of two parts: a) Continuous Evaluation (CE) b) End Semester Evaluation (ESE) The CE and ESE ratio shall be 1:4 i.e. a maximum of 20 marks for CE and a maximum of 80 marks for ESE. There will be no separate minimum for CE and ESE. However, the minimum pass requirement of a course will be 40%. Minimum marks required for passing a programme will also be 40%.

The classification of results of the programme shall be done at the end of the 6th semester based on the total marks secured for all semesters and shall be as follows.

Candidates securing not less than 40% but below 50% - Third Class

Candidates securing not less than 50% but below 60% - Second Class

Candidates securing 60% and above - First Class

(a) Continuous Evaluation (CE): In a semester each student shall be required to submit one assignment and do one Test Paper/Practicum/Case Analysis for each course without which his/her results will be withheld. Those who submit their assignments after the due date will have to pay a late fee as fixed by the university from time to time. The components of CE are, Assignment (10 marks) and Test Paper/Practicum /Case Analysis (10 marks). The results of the CE shall be displayed in SDE website. Complaints regarding the award of marks for CE if any have to be submitted to the Programme Coordinator within 15 working days from the display of results of CE.

(b) End Semester Evaluation (ESE): End Semester Evaluation of all the Courses in all the semesters including the examination for Essay shall be conducted by the University.

Minimum attendance required for ESE will be 50%. However those who cannot secure the required percentage of attendance can appear for ESE by paying a condonation fee fixed by the University.

Examinations for odd and even semesters will be conducted together towards the end of every academic year.

Improvement of ESE - Candidates who have successfully completed the Semester, but wish to improve their marks for the End Semester Evaluation (ESE) shall have only one

chance for the same along with the next immediate regular batch of students.

3.7 Requirement of the Laboratory Support and Library Resources

A laboratory hour is not mandatory for MAMalayalam, but students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 28,000 books. Library automation is done using LibSoft software which facilitates all in-house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

3.8 Cost Estimate of the Programme and the Provisions (Base 2019-20)

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for MA Malayalam programme (350 students)
01	Pay and Allowance	435.00	1502200
02	Contact classes and evaluation	80.00	92100
03	Course materials	100.00	115200
04	Advertisement charges	25.00	28800
05	Postage and telephone	7.4	8400
06	Books and Periodicals	3.5	3900
07	Miscellaneous	9.95	11400
	Total	660.85	1762000
	Provisions (6%)		105720
	Total		1867720 Cost per student/ year=Rs.5336

3.9 Quality Assurance Mechanism and Expected Programme Outcomes

3.9.1 Quality Assurance Mechanism

The University Board of Studies for FDP Malayalam programmes approves and reviews the syllabus, course content, and the Self Learning Material of MAMalayalam offered in the distance mode also.

The overall ensuring of quality will be closely monitored by the Centre for Internal Quality Assurance, School of Distance Education.

The SDE, University of Kerala has devised the following mechanism for monitoring the effectiveness of the MAMalayalam programme to enhance its standards of curriculum, instructional design etc.

(a) Established a Centre for Internal Quality Assurance (CIQA) at the University level to develop and put in place a comprehensive and dynamic internal quality assurance system to enhance the quality of the programmes offered through distance mode as per the norms and guidelines of the University Grants Commission (Open and

Distance Learning) Regulations, 2017.

(b) The CIQA is periodically conducting institutional quality audits, to promote quality assurance and enhance as well as spread best-in-class practices of quality assurance. The CIQA conducts the quality audit by addressing the following seven broad areas, namely:
   i. Governance, leadership and management
   ii. Articulation of higher educational institutions objectives
   iii. Programme development and approval processes
   iv. Infrastructure resources
   v. Learning environment and learner support
   vi. Assessment & evaluation of learning outcomes
   vii. Teaching quality and staff development

(c) The SDE has an approved panel of experts for preparing SML. The SLM prepared is being edited by the course coordinator. The CIQA also oversees the development and preparation of SLMs. Then submit the SLMs to the Board of Studies concerned for the approval. The SLMs are developed with the approach of self explanatory, self-contained, self-directed, self-motivating and self-evaluating.

(d) The SDE of the University has two full time faculty members exclusively for coordinating the programme and also has a panel of qualified guest teachers for counselling students and engaging in personal contact programmes in the Head Quarters at Thiruvananthapuram and study centres at Kollam, Adoor and Alappuzha.

3.9.2 Expected Programme Outcomes

Towards the end of the programme, students will be able to:

- Develop an ability to teach Malayalam for UG and PG programmes in Colleges and Universities or undertake research leading to MPhil or PhD in Malayalam.
- Develop an ability to effectively communicate both orally and verbally in Malayalam
- Develop self confidence and skills for working independently and in a team
- Have a foundation on literary theories, movements,culture and history of Malayalam literature
- Develop the ability to critically look at concepts, beliefs and ideas in society, while also learning to critically analyse texts and cultural artefacts'.
- Have an increase awareness of the general issues prevailing in the society.

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

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REGISTRAR
IN-CHARGE
UNIVERSITY OF KERALA

UNIVERSITY OF KERALA
School of Distance Education

Master of Arts (Hindi)
PROGRAMME PROJECT REPORT

1. University of Kerala

The University of Kerala is a State university located in Thiruvananthapuram, the capital city Kerala. University of Kerala is the first University in the State, originally established as the University of Travancore in 1937 and is the 16th oldest University of the country. The present territorial jurisdiction of the University extends to the revenue districts of Thiruvananthapuram, Kollam, Alapuzha and Pathanamthitta. The University of Kerala is offering courses in regular as well as distance mode. In regular mode the University offers wide range of programmes at the undergraduate, post graduate, MPhil, doctoral levels, post graduate diploma, diploma and certificate levels. In distance mode the University offers 13 UG and 13 PG programmes. The University of Kerala has undergone immense transformation on various fronts during the last 80 years. The University has been recognized by the UGC as per UGC Act, 1956 under Section 2 (f) and 12 (b) and has been reaccredited by NAAC with A grade in 2015. University also bagged the First Chancellor's Award for the Best University in Kerala in 2015. There are at present 223 affiliated colleges and 82 research centres under the University and have 42 teaching and research departments (under 11 schools), 10 teacher education centres, 7 UIMs and 17 UITs. There are at present 149 faculty members of which 30 are Professors, 35 Associate Professors and 84 Assistant Professors under its 42 teaching and research departments. In addition, there are 54 guest faculty members and 10 visiting faculty members working in the departments. Among the teaching faculty members 160 are PhD degree holders. 1492 administrative staff and 30 technical staff are also working in the University.

2. The School of Distance Education

The School of Distance Education (SDE), started in 1976 as a teaching and research department of the University of Kerala, is one of the pioneering centres of distance learning in the State. The aims and objectives of the school include:

- Democratizing higher education to large segments of the population, in particular the disadvantaged groups like those living in remote and rural areas, working people, and women.
- Providing an innovative system of university- level education which is both flexible and open in terms of methods, pace of learning, eligibility for enrollment and age of entry.
- Providing an opportunity for up-gradation of skills and qualifications.
- Developing education as a lifelong activity to enable persons to update their knowledge or acquire knowledge in new areas.

University of Kerala is one of the Universities in India having appointed

permanent full time teaching faculty members for running the distance education programmes. The SDE has 19 permanent faculty members and 8 full time contract faculty members with diverse academic backgrounds and rich experience in the rank of Professors, Associate Professors and Assistant Professors. The school had recognition of the erstwhile Distance Education Council (DEC) for 45 programmes till 2014-15. In line with the efforts of the UGC to stream line the distance learning mode, the SDE also redefined its programmes and got the UGC recognition to offer 13 UG and 13 PG programmes from the academic year 2017-18 onwards. The SDE has no private off campus/learner support centres.

3. Details of the Proposed MA Hindi Programme

(a) **Programme's mission & objectives**

Mission & Objectives

Hindi is firstly our national language and secondly the official language. Course study is aimed at making the students proficient in the use of Hindi as medium of communication and as official language. The mission of the course is to provide general information about Hindi literature through samples of literary work and to develop an independent out look towards the study of language and communication. The study of Humanities, especially Literature awakens the aesthetic vision of students. This will enhance the feeling of oneness and humanity among the students.

The Kerala society is very generous in accepting the good of others and assimilating its essence. After Independence the role of Hindi in Kerala's educational field has improved very much. Hindi is included as third language in the curriculum at high school level studies and as an elective language for second language at Plus 2 level. Parallel streams are also at work in the state giving opportunities in the study of Hindi Language and Literature. At graduation level also Hindi is an elective second language. All the colleges in Kerala offer this facility to the undergraduate students who are interested in the study of Hindi Language and Literature.

i. To familiarize the students with various trends in Hindi literature and Understanding the literary trends and works in a different way

ii. Learn Hindi for effective communication in different fields like administration, media and business.

iii. Understanding translation as a linguistic, cultural, economic and professional activity.

iv. Familiarizing the practical grammar and analyzing the problems and challenges of effective communication in Hindi. Also develop technical skills in Applied Hindi.

v. To enable the student to engage with conceptual issues relating to culture and civilization to identity the power of resistance of Indian culture- to instil the values and the rich tradition of India into the minds of the students. Familiarize some of the eminent writers in Hindi literature and thereby inculcate Socio-cultural values.

vi. To impart skills to critically evaluate and appreciate literary works, to extend this ability to other cultural and artistic forms..

(b) Relevance of the program with HEI's Mission and Goals:

Offered in the distance mode, MA Hindi will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focused, quality and cost conscious but socially responsible education.

MA Hindi in the distance mode will be a feeder programme for the MA Hindi programmes offered by the university, and it follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala.

(c) Nature of prospective target group of learners

MA programme in Hindi Language and literature has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges. This will join the attempt to democratizing higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of learning, eligibility for enrolment and age of entry.

Understanding the needs of the learners we have structured our learning material and induction programmes to lead the fresh learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.

(d) Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:

The MA Hindi programme will see to ensure the following skills and competences in the learners.

1. To make the student a human being in the correct sense of the word.
2. To broaden the outlook of the students and instill in them a sense of confidence and responsibility.
3. To make them ready to face the present day world of ambiguities and contradictions.
4. To make them empathetic and sympathetic towards fellow human beings.
5. To make them understand the society better and ready them to fulfill their duties and responsibilities towards the society.
6. To train them in the field of translation so that they can use the expertise thus gained to enrich Malayalam and Hindi Literature through translation.
7. To channelize their creative writing abilities towards writing in Hindi so as to enable them to contribute towards Indian Literature.
8. To inspire them to use their energy and creative ability for the upliftment of the poor and downtrodden among the society.
9. To make them able to communicate in Hindi fluently so that they can perform their duties better when they are outside Kerala.
10. To train them in the fields of journalism and media writing so that they can choose them as a professional option.
11. To give them training in correspondence and secretarial practice in Hindi so that they

can use the knowledge whenever necessary.

(e) Instructional Design

The MA Hindi programme proposed here is also offered by the University through regular mode. Also, the programme has been approved by the statutory bodies of the University. Further, the University is revising the curriculum and syllabi of its MA Hindi programme once in every three years to ensure that the content is updated to reflect current academic knowledge and practice, and also to ensure that the University used provide the best learning experiences possible for students. Academic staff and experts in the area of Hindi propose changes in the curriculum and syllabi at the curriculum and syllabus revision workshop generally convened at least six months before the due date of curriculum and syllabus revision. Major changes are then submitted to the Board of Studies of Hindi (Pass) of the University for Final Approval. As part of curriculum design, the curriculum and syllabus revision workshop considers curriculum analysis of social needs, translating the needs into course, splitting the objectives into specific objectives, grouping the specific objectives into subjects, deriving the subjects from the classification, specifying enabling objectives, unitizing each subject matter, specification of required time and syllabus formulation.

(f) Programme Details

Semester	Code	Title of the paper	hrs./week L	P	Maximum Marks CE	ESE	Total
I	HL 1101	Ancient Poetry: Early and Riti Periods			25	75	100
	HL 1102	Novel and Short Story			25	75	100
	HL 1103	History of Hindi Literature: Early and Medieval Periods			25	75	100
	HL 1104	Indian and Western Literary Thoughts			25	75	100
II	HL 1105	Medieval Poetry: Bhakti Period			25	75	100
	HL 1106	Linguistics and History of Hindi Language			25	75	100
	HL 1107	History of Hindi Literature: Modern Period			25	75	100
	HL 1108	Functional Hindi			25	75	100
II	HL 1209	Modern Poetry up to Pragativad HL 1210			25	75	100
		Prose: Essay and other prose forms			25	75	100
	HL 1211	Indian Literature			25	75	100
	HL 1212A	Special Author: Premchand			25	75	100
IV	HL1213	Modern Poetry: Since prayogvad			25	75	100
	HL1214	Drama & One act Plays			25	75	100

HL1215	Translation and Structural Grammar	25	75	100
HL1216	South Indian Literature(With Special reference to Kerala)	25	75	100
HL 1217	Dissertation / Essay	(80+20)		100
	Viva Voce			100

Grand Total 1800

(g) Duration of the programme

Four Semesters, two years.

(h) Faculty and support staff requirement

There is three full time faculty members available and one of them can coordinate the MA Programme in Hindi. There is sufficient staff support from the SDE office for processing administrative work. The service of qualified guest teachers and experts from panels approved by the Vice Chancellor are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

(i) Instructional delivery mechanisms

In addition to providing Self Learning Material, students are offered 90 contact hours each semester, conducted over 15 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use web resources. A repertoire of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis from this academic year onwards.

(j) Student Support Service Systems at SDE

(a) Information Centre, (b) Library with good collection of books and journals (c) Wi-Fi connectivity, (d) Counselling, (e) Students feedback, (f) Placement cell, (g) Students Grieva nce Redressal Cell, (g) Alumni Association, (i) Women's Cell, (j) Research Cell, (k) Post Office , (l) Snack bar and Refreshment Centre, (m) Restrooms, (n) Reprographic centre, (o) Drinking water etc.

(k) Procedure for admissions, curriculum transaction and evaluation

The admission notifications for MA Hindi programme, among others are being issued in leading national and regional dailies during June-July. The detailed information regarding admission is being given on the SDE website (www.ideku.net) and on the admission website (www.de.keralauniversity.ac.in). Students seeking admission shall apply online.

(l) Minimum Eligibility for Admission

Eligibility for admission to M A Hindi Language and Literature is a pass in B A with Hindi Language as optional Main under part III securing not less than 45%marks for that part or BA /BSc with Hindi as additional language under part IIsecuring not less than 50% marks for that part / B A Functional Hindi (Vocational) OR B A with Hindi as core course securing not less

than 4.5 CCPA(S)/out of 10or B A /B Sc with Hindi as additional language course securing not less than 5 CCPA out 10for additional language course /.B A Functional Hindi (Vocational).OR B A with Hindi as core course not less than 1.8 CGPA (S)/out of 4 or B A /B Sc with Hindi as additional language course securing not less than 2CGPA out of 4 additional language course /B A Functional Hindi (vocational)..

(m) Fee Structure

The fee for the course is Rs.10,305/-(Rupees Ten thousand three hundred and five only). Tuition fee is waived for students belonging to eligible categories.

(n) Financial Assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST department as per the rules laid down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

(o) Programme Delivery

The programme is being delivered with the help of SLM and Personal Contact progammes. The SLM is being dispatched to the students during each semester by hand or by post. And, at the end of each semester assignments are given and the marks are included in the ES E. The use of web-based tools is not in place yet, but steps are being initiated.

(p) Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III & IV Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
III and IV Semester	First week of April	
I and II Semester	Second and Third week of April	

(q) Evaluation

Evaluation is continuous and end semester. Evaluation of each course shall be done in two parts viz, Continuous Evaluation (CE) and End Semester Evaluation (ESE). The distribution of marks shall be 25 per cent for Continuous Evaluation and 75 per cent for End Semester Evaluation (ESE) The allocation of marks for each component of CE is 15 marks for Assignment and 10 marks for Test Paper. End Semester Examinations are conducted by the Controller of Examinations, University of Kerala

(r) Requirement of the laboratory support and Library Resources

Laboratory hour is not mandatory for MA Hindi, but students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 28,000 books. Library automatio n is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

4. Cost Estimate of the Programme and the Provisions (Base 2019-20)

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for MA Hindi programme (200 students)
01	Pay and Allowance	435.00	851100
02	Contact classes and evaluation	80.00	46050
03	Course materials	100.00	57600
04	Advertisement charges	25.00	14400
05	Postage and telephone	7.4	4200
06	Books and Periodicals	3.5	1300
07	Miscellaneous	9.95	5700
	Total	660.85	980350
	Provisions (6%)		58821
	Total		1039171 Cost per student/ year=Rs.5195

5. Quality Assurance Mechanism and Expected Programme Outcomes

5.1 Quality Assurance Mechanism

The University Board of Studies for FDP Hindi programmes approves and reviews the syllabus, course content, and the Self Learning Material of MA Hindi offered in the distance mode also.

The overall ensuring of quality will be closely monitored by the Centre for Internal

Quality Assurance, School of Distance Education.

The SDE, University of Kerala has devised the following mechanism for monitoring the effectiveness of the MA Hindi programme to enhance its standards of curriculum, instructional design etc.

(a) Established a Centre for Internal Quality Assurance (CIQA) at the University level to develop and put in place a comprehensive and dynamic internal quality assurance system to enhance the quality of the programmes offered through distance mode as per the norms and guidelines of the University Grants Commission (Open and Distance Learning) Regulations, 2017.

(b) The CIQA is periodically conducting institutional quality audits, to promote quality assurance and enhance as well as spread best- in-class practices of quality assurance. The CIQA conducts the quality audit by addressing the following seven broad areas, namely:

i. Governance, leadership and management
ii. Articulation of higher educational institutions objectives
iii. Programme development and approval processes
iv. Infrastructure resources
v. Learning environment and learner support
vi. Assessment & evaluation of learning outcomes
vii. Teaching quality and staff development

(c) The SDE has an approved panel of experts for preparing SLM. The SLM prepared is being edited by the course coordinator. The CIQA also oversees the development and preparation of SLMs. Then submit the SLMs to the Board of Studies concerned for the approval. The SLMs are developed with the approach of self explanatory, self-contained, self-directed, self- motivating and self-evaluating.

(d) The SDE of the University has two full time faculty members exclusively for coordinating the programme and also has a panel of qualified guest teachers for counselling students and engaging in personal contact programmes in the Head Quarters at Thiruvananthapuram and study centres at Kollam.

6. Expected Programme Outcomes

The University Board of Studies for FDP Hindi programmes approves and reviews the syllabus, course content, and the Self Learning Material of MA Hindi offered in the distance mode also.

The overall ensuring of quality will be closely monitored by the Centre for Internal Quality Assurance, School of Distance Education.

- Develop social and cultural conscious, critical thinking, enhancing the values of justice, equality and liberty.
- Develop an ability to teach Hindi for UG and PG programmes in Colleges and Universities or undertake research leading to MPhil or PhD in Hindi language and literature.

- Write competitive examinations for securing jobs as teachers, official language officers, Hindi officers in government or other public/ private sectors etc.
- Develop self-confidence and awareness of general issues prevailing in the society.

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

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REGISTRAR
IN-CHARGE

UNIVERSITY OF KERALA

UNIVERSITY OF KERALA
School of Distance Education

Master of Arts (History)
PROGRAMME PROJECT REPORT

(a) Programme's mission & objectives

1. Mission

The University System is a respected higher- learning organization known for its distinctive

strengths in providing superior and relevant distance learning programs to its learners. In keeping with this vision of the University of Kerala, the M.A History degree course tries to:

(1) Provide quality higher education with emphasis on educating the public by offering respected, relevant, accessible and affordable, student- focused programs, which prepare them for service and leadership in a diverse community.

(2) Provide access to educational opportunities to a highly qualified, diverse student population unable to participate in traditional academic activities; and offer pertinent and rigorous courses and programs to meet the academic needs of all students.

2. Objectives

1. To provide an effective alternative path to wider opportunities in education especially in higher education.
2. To provide an efficient and less expensive education.
3. To provide education facilities to all qualified and willing persons.
4. To provide opportunities of academic pursuits to educated citizens willing to improve their standard of knowledge.
5. To provide education facilities to those individuals who look upon education as a life-long activity.

(b) Relevance of the program with HEI's Mission and Goals

Offered in the distance mode, MA History course will be arranged in such a wa y that it will meet the primary objectives of the Open and Distance Learning (ODL) as proposed by various committees constituted by the HEIs for proposing reforms of improvement.

(c) Nature of prospective target group of learners

The M.A Degree course is distinctive for giving the students a proper perspective on the past. It gives as much attention to social, economic, political, philosophical and cultural

developments occurred in the past with a view to create awareness on the all-round changes occurred in the past.

M.A History course offers students a wide range of intellectual inputs from broad survey courses that look at particular themes or regions over a long period of time. Throughout the course the students learn to imbibe and analyze complex evidence from a variety of sources, to develop analytical powers and to present findings effectively.

By looking at the history of different cultures, a student of History can build up a better understanding of why certain peoples act the way they do. Looking at the history of the USA or South Africa we can see why race tensions continued on past. In reading the history of India we can see why the Caste system still remains in the subcontinent. By studying at the various tributaries of humanity, e can able to imbibe a broad cultural awareness.

(d) Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:

This course is designed to develop a number of important skills in the student's community. Among these are:

- Acquiring a broad range of historical knowledge and understanding, including a sense of development over time, and an appreciation of the culture and attitudes of societies other than our own;
- Evaluating critically the significance and utility of a large body of material, including evidence from contemporary sources and the opinions of more recent historians;
- Engaging directly with questions and presenting independent opinions about them in arguments that are well- written, clearly expressed, coherently organized and effectively supported by relevant evidence;
- Gaining the confidence to undertake self-directed learning, making the most effective use of time and resources, and increasingly defining one's own questions and goals.

These are valuable skills in themselves. They are also highly sought after by employers. Well- qualified History students have no difficulty in getting good jobs in a very wide range of occupations - in public administration, in journalism and broadcasting, in teaching at a number of levels, or in research-based careers of various kinds. History is not as obviously vocational as some courses, but it combines an excellent training in vital skills with a high degree of interest and enjoyment.

(e) Instructional Design:

Scheme and Syllabus & Distribution of Marks

Semester	Paper Code	Title of the Paper	Maximum marks		
			CA	End Semester Exam	Total
I	Hy 211	Historical Method -I	25	75	100
	Hy 212	Indian History -I	25	75	100
	Hy 213	Kerala History -I	25	75	100
	Hy 214A	Bronze Age Civilizations (Elective)	25	75	100
II	Hy 221	Historical Method -II	25	75	100
	Hy 222	Indian History -II	25	75	100
	Hy 223	Kerala History -II	25	75	100
	HY 224 C	History of Medieval Europe (Elective)	25	75	100
III	Hy 231	Issues in Historiography	25	75	100
	Hy 232	Indian History -III	25	75	100
	Hy 233	Kerala History -III	25	75	100
	Hy 234	Modern Revolutions- English, American and French (Elective)	25	75	100
IV	Hy 241	Indian Historiography	25	75	100
	Hy 242	Indian History –IV	25	75	100
	Hy 243	Kerala History -IV	25	75	100
	Hy 244	Twentieth Century Revolutions (Electives)	25	75	100
	Hy 245	Project/ General Essay			For Project 80 & viva 20 For Essay 100
	Hy 246	Viva-Voce			100

Duration of the programme

The programme consists of 4 Semesters spreading to two years.

Faculty and support staff requirement

There are two full time faculty members available and one of them coordinates the MA

Programme in History. There is sufficient staff support from the SDE office for processing administrative work. The service of qualified guest teachers and experts from panels approved bythe Vice Chancellor are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

Instructional delivery mechanisms

In addition to providing Self Learning Material, students are offered 90 contact ho urs each semester, conducted over 15 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use authentic web resources. In the instructional delivery mechanism efforts were made to establish a positive classroom environment to make the classroom a pleasant, friendly place; accept individual differences, begin lessons by giving clear instructions, maintain student attention and providing suitable seatwork.

Procedure for admissions, curriculum transaction and evaluation: Applications for admissions are received online. Eligibility for admission to MA History is a BA Degree Arts subjects Examination of the State or an Examination accepted by the University as equivalent thereto.

Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III & IV Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
III and IV Semester	First week of April	
I and II Semester	Second and Third week of April	

Fee structure

The fee for the course is Rs.10,305/-(Rupees Ten thousand three hundred and five only) .Tuition fee is waived for students belonging to eligible categories.

Curriculum is transacted in the Distance Mode with the help of Self Learning Material and Personal Contact Classes.

The use of web-based tools is not in place yet, but steps are being initiated.
Evaluation is continuous and end semester.

Continuous Evaluation requires the submission of one assignment and one Test Paper for each course carrying 25 marks each.

End Semester Examinations are conducted by the Controller of Examinations, University of Kerala. The written exams carry 75 marks per paper.

Financial assistance

Concession for tuition will be given to SC/ ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed from SC/ ST department as per the rules laid down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

(f) Requirement of the laboratory support and Library Resources:

A laboratory hour is not mandatory for M.A History, but students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 28,000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non-members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

(g) Cost estimate of the programme and the provisions (Base 2019-20):

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for MA History programme (400 students)
01	Pay and Allowance	435.00	1285900
02	Contact classes and evaluation	80.00	107450
03	Course materials	100.00	134400
04	Advertisement charges	25.00	33600
05	Postage and telephone	7.4	9800
06	Books and Periodicals	3.5	4550
07	Miscellaneous	9.95	13300
	Total	660.85	1589000

	Provisions (6%)		95340
	Total		1684340 Cost per student/ year=Rs.4210

(h) Quality assurance mechanism and expected programme outcomes

The University Board of Studies for FDP History programmes approves and reviews the syllabus, course content, and the Self Learning Material of MA History offered in the distance mode also. The overall ensuring of quality will be closely monitored by the Centre for Internal Quality Assurance, School of Distance Education.

Expected outcomes

- The students will gain thorough understanding about the history of the society.
- They will develop a foresee about the society and its process.

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

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REGISTRAR
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UNIVERSITY OF KERALA

UNIVERSITY OF KERALA
School of Distance Education

Master of Arts (Political Science)
PROGRAMME PROJECT REPORT

(a) Programme's Mission & Objectives

Mission Statement

The primary mission of the MA Political Science programme is to provide specialized education in the field of Political Science. Generally we train our students to become successful scholars and teachers. The students can develop technical skills of a scholar by completing the research methodology course which enables their entry into the doctoral programs in Political Science. In addition the Political Science students can search their career options in interest groups, non-profit organizations, policy think tanks and for positions in local, state, and central legislative and bureaucratic offices.

Objectives

- To educate students with the diverse theories, models, approaches and intellectual traditions in Political Science which are the prerequisites for both scholars and teachers in the discipline.
- To train students with the appropriate research skills necessary to their professional growth as an active researcher and also to satisfy their research objectives.
- To develop student's ability in critical thinking and analysis in scholarly as well as non-scholarly areas and brace them to express it freely.
- To prepare students for their entry into MPhil and PhD programs in Political Science, careers in teaching, civil service and others.

(b) Relevance of the Programme with HEI's Mission and Goals

The MA Political Science programme offered through distance mode is closely aligned with the vision and mission of the same programme offered through regular mode in University of Kerala. For that it follows the same syllabus and curriculum of the regular programme offered through the affiliated colleges of the University of Kerala. The programme intends to provide quality education at the mater's level to all students. As a higher education programme it orients the students towards teaching, research and service to the public. Materializing such objectives we offer knowledge based at the same time socially responsible education in Political Science at an affordable cost.

(c) Nature of Prospective Target Group of Learners

The MA Political Science programme has good demand as only two regular colleges and the University Department offer the programme whereas twelve regular colleges offer BA Political Science programme. In addition to this students from other disciplines also seek Master's degree in Political Science. Unlike students who opt the regular stream of education in Political Science, generally students under distance mode constitute pupils from rural

areas, poor socio-economic background especially belonging to marginalized sections. Permanently/temporarily employed men and women in different age groups also seek the programme for their career advancement. Besides a segment of women who want to pursue higher studies after marriage also come up for the same programme.

(d) Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence

The following skills and competencies can be acquired through distance mode of learning without fail which is generally essential for a master's degree in Political Science.

- **Teaching skill:** The Programme impart necessary teaching skills among students by educating them with the diverse theories, models, approaches and intellectual traditions in Political Science.
- **Research skill:** The Programme gives training in the appropriate research skills necessary for their entry into MPhil and PhD programs. As part of research training a student can develop his/her ability in critical thinking and analysis.
- **Writing skill:** The programme practices the students in academic writing and equally helps them to improve their presentation skills.

(e) Instructional Design

No. of Courses	Course Code	Name of Course	Maximum Marks		
			CE	ESE	Total
Semester I					
Core Course 1	PS 511	Modern Western Political Thought	25	75	100
Core Course 2	PS 512	Contemporary Political Theory	25	75	100
Core Course 3	PS 513	Indian Government & Politics	25	75	100
Elective Course 1	PS 514	Gender Politics	25	75	100
Semester II					
Core Course 4	PS 521	Comparative Politics	25	75	100
Core Course 5	PS 522	Theories & Concepts of Public Administration	25	75	100
Core Course 6	PS 523	Theories & Concepts of International Politics	25	75	100
Elective Course 2	PS 524	State & Society in Kerala	25	75	100
Semester III					
Core Course 7	PS 531	Research Methodology	25	75	100
Core Course 8	PS 532	Gandhian Political Thought	25	75	100
Core Course 9	PS 533	Issues in Indian Politics	25	75	100
Elective Course 3	PS 534	Indian Administration	25	75	100
Semester IV					
Core Course 10	PS 541	Modern Indian Social & Political Ideas	25	75	100
Core Course 11	PS 542	Politics of Developing Countries	25	75	100
Core Course 12	PS 543	Issues in International Politics	25	75	100
Elective Course 4	PS 544	Environment, Development and Politics	25	75	100

Core Course 13	Nil	Project Work + Viva-voce Or Essay	Nil	80 + 20 Or 100	100
Core Course 14	Nil	Comprehensive Viva-voce	Nil	100	100
Grand Total			**1800**		

Duration of the Programme: 4 Semesters (two years).

Faculty and Support Staff Requirement: There are two full time faculty members available and one of them coordinates the MA Programme in Political Science. There is sufficient administrative staff support from the SDE office for administrative work. The service of qualified guest teachers and experts from panels approved by the Vice Chancellor are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

Instructional Delivery Mechanisms: In addition to providing Self Learning Material, students are offered 90 contact hours each semester, conducted over 15 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use web resources. A repertoire of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis from this academic year onwards.

(f) Procedure for Admissions, Curriculum Transaction and Evaluation

Applications for admissions are received online. Eligibility for admission to MA Political Science programme is given below.

Graduates who have passed qualifying examination in CBCS Pattern -2013 admissions	Graduates who have passed qualifying examination in CBCS Pattern- Prior to 2013 admissions	Graduates who have passed qualifying examination in Annual scheme/ Other pattern
Graduates in Political Science, Economics, History, Philosophy, Psychology, B.A English and Communicative English / BA Communicative English with Public Administration, English Language and Literature, Sociology, Anthropology, Law, Journalism, Commerce, Business Administration, Public Administration, Geography or other Social Science subjects/ BSc Psychology with not less than 4.5 CCPA(S) * out of 10.	Graduates in Political Science, Economics, History, Philosophy, Psychology, B.A English and Communicative English / BA Communicative English with Public Administration, English Language and Literature, Sociology, Anthropology, Law, Journalism, Commerce, Business Administration, Public Administration, Geography or other Social Science subjects/ BSc	Graduates in Politics, Economics, History, Philosophy, Psychology, B.A Communicative English with Public Administration, English, Sociology, Anthropology, Law, Journalism, Commerce, Business Administration, Public Administration, Geography or other Social Science subjects with not less than 45% marks in Part III- optional Main subject concerned (including subsidiaries). Graduates in Science

Graduates in Science with 6CCPA(S) out of 10 and Graduates in Engineering with 60% marks/ B.A Journalism and Mass Communication and Video Production (Career related / Restructured) / B.A Communicative English (Vocational) with Public Administration as one of the Core Subjects are also eligible.	Psychology with not less than 1.8 CGPA(S) * out of 4. Graduates in Science with 2.4 CGPA(S) out of 4 and Graduates in Engineering with 60% marks/ B.A Journalism and Mass Communication and Video Production (Career related / Restructured) / B.A Communicative English (Vocational) with Public Administration as one of the Core Subjects are also eligible.	and Engineering with 60% marks/ B.A Journalism and Mass Communication and Video Production (Restructured)/ B.A Communicative English (Vocational) with Public Administration as one of the main subjects are also eligible.

Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III & IV Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
III and IV Semester	First week of April	
I and II Semester	Second and Third week of April	

Fee Structure:

The fee for the course is Rs.10,305/-(Rupees Ten thousand three hundred and five only). Tuition fee is waived for students belonging to eligible categories.

Financial Assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST department as per the rules laid down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

Curriculum Transaction: Curriculum is transacted in the Distance Mode with the help of Self Learning Material and Personal Contact Classes. The use of web-based tools is not in place yet, but steps are being initiated.

Evaluation: Evaluation of each course shall be done in two parts viz. 1). Continuous Evaluation (CE) 2). End Semester Evaluation (ESE). The distribution of marks shall be 25% for CE and 75% for ESE. Continuous Evaluation for each course requires the submission of one assignment for 15 marks and one Test Paper/Practicum/Case Analysis carrying 10 marks. End Semester Examinations are conducted by the Controller of Examinations, University of Kerala.

(g) Requirement of the Laboratory Support and Library Resources

Laboratory hours are not mandatory for MA Political Science, but students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 23,000 books. Library automation is done using LibSoft software which facilitates all in-house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 500/- has to be remitted by the students to obtain membership in the Library, of which Rs. 400/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

(h) Cost Estimate of the Programme and the Provisions

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for MA Political Science programme (200 students)
01	Pay and Allowance	435.00	851100
02	Contact classes and evaluation	80.00	46050
03	Course materials	100.00	57600
04	Advertisement charges	25.00	14400
05	Postage and telephone	7.4	4200
06	Books and Periodicals	3.5	1300
07	Miscellaneous	9.95	5700
	Total	660.85	980350

	Provisions (6%)		58821
	Total		1039171 Cost per student/ year=Rs.5196/-

(i) Quality Assurance Mechanism

The University Board of Studies PG Political Science programme approves and reviews the syllabus, course content, and the Self Learning Material of MA Political Science offered in the distance mode also. The overall ensuring of quality will be closely monitored by the Centre for Internal Quality Assurance, School of Distance Education.

(j) Expected Programme Outcomes

Towards the end of the programme students will be able to:

- Reproduce the diverse theories, models, approaches and intellectual traditions in Political Science as scholars and teachers.
- Do research with their acquired research skills as well as their ability in critical thinking and analysis.
- Enter into careers in civil service and others.

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

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UNIVERSITY OF KERALA

UNIVERSITY OF KERALA
School of Distance Education

Master of Arts (Economics)
PROGRAMME PROJECT REPORT

1. University of Kerala

The University of Kerala is a State university located in Thiruvananthapuram, the capital city Kerala. University of Kerala is the first University in the State, originally established as the University of Travancore in 1937 and is the 16th oldest University of the country. The present territorial jurisdiction of the University extends to the revenue districts of Thiruvananthapuram, Kollam, Alapuzha and Pathanamthitta. The University of Kerala is offering courses in regular as well as distance mode. In regular mode the University offers wide range of programmes at the undergraduate, post graduate, MPhil, doctoral, post graduate diploma, diploma and certificate levels. In distance mode the University offers 13 UG and 13 PG programmes. The University of Kerala has undergone immense transformation on various fronts during the last 80 years. The University has been recognized by the UGC as per UGC Act, 1956 under Section 2 (f) and 12 (b) and has been reaccredited by NAAC with A grade in 2015. University also bagged the First Chancellor's Award for the Best University in Kerala in 2015. There are at present 223 affiliated colleges and 82 research centres under the University and have 42 teaching and research departments (under 11 schools), 10 teacher education centres, 7 UIMs and 17 UITs. There are at present 149 faculty members of which 30 are Professors, 35 Associate Professors and 84 Assistant Professors under its 42 teaching and research departments. In addition, there are 54 guest faculty members and 10 visiting faculty members working in the departments. Among the teaching faculty members 160 are PhD degree holders. 1492 administrative staff and 30 technical staff are also working in the University.

2. The School of Distance Education

The School of Distance Education (SDE), started in 1976 as a teaching and research department of the University of Kerala, is one of the pioneering centres of distance learning in the State. The aims and objectives of the school include:

- Democratizing higher education to large segments of the population, in particular the disadvantaged groups like those living in remote and rural areas, working people, and women.
- Providing an innovative system of university- level education which is both flexible and open in terms of methods, pace of learning, eligibility for enrollment and age of entry.
- Providing an opportunity for up-gradation of skills and qualifications.
- Developing education as a lifelong activity to enable persons to update their knowledge or acquire knowledge in new areas.

University of Kerala is one of the Universities in India having appointed permanent full time teaching faculty members for running the distance education programmes. The SDE has

19 permanent faculty members and 8 full time contract faculty members with diverse academic backgrounds and rich experience in the rank of Professors, Associate Professors and Assistant Professors. The school had recognition of the erstwhile Distance Education Council (DEC) for 45 programmes till 2014-15. In line with the efforts of the UGC to stream line the distance learning mode, the SDE also redefined its programmes and got the UGC recognition to offer 13 UG and 13 PG programmes from the academic year 2017-18 onwards. The SDE has no private off campus/learner support centres.

3. Details of the Proposed M.A. Programme

(a) Programme's mission & objectives:

Mission

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education to all, the programme MA Economics aims at imparting knowledge, skills and competence in Economics to produce human resources capable of dealing with socio- economic realities and emerging global challenges.

Objectives

1. To provide learners a strong a academic foundation in economic theory
2. To enable learners to apply their knowledge to analyse economic issues and policies critically and objectively
3. To expose students to the complexities, dynamics and challenges of global economic scenario.
4. To impart skills essential for employability and vertical professional mobility.

(b) Relevance of the program with HEI's Mission and Goals

Offered in the distance mode, MA Economics will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focussed, quality and cost conscious but socially responsible education. MA Economics in the distance mode follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala. As a higher education programme it orients the students towards teaching, research and service to the public.

(c) Nature of prospective target group of learners

MA programme in Economics has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges. Therefore MA Economics programme offered through distance mode will help to democratise higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of learning, eligibility for enrolment and age of entry. We strive to maintain a culture of inclusion so as to provide high quality educational experience to learners irrespective of caste, creed, region or gender in a cost effective way. Our target group includes learners from socially and economically disadvantaged groups (eg. Scheduled castes, scheduled Tribes, Fishermen, Other Backward Communities, Women,

people below poverty line etc). Understanding the needs of the learners we have structured our learning material and induction programmes to lead the learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.

(d) Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:

The MA Economics programme will see to ensure the following skills and competence in the learners:

- Comprehensive knowledge in economic theory at an advanced level.
- Comprehension and critical appraisal of the way in which the economy is influenced by policy.
- Exposure to various quantitative techniques which are essential to analyse economic issues
- Analyse existing economic models and evaluate their relevance for practical problem solving.
- Identifying economic problems to be analysed and understanding how theory and empirical conditions are to be connected.
- Planning and carrying out applied work and research projects in economics.
- Ability for hypothesising and problem solving.

(e) Instructional Design:

Course Structure and Distribution of Marks

Semester	Paper Code	Title of the Paper	Maximum Marks		
			CE	ESE	Total
I	EC 211	Micro Economics I	25	75	100
	EC 212	Economics of Growth and Development	25	75	100
	EC 213	Indian Economic Policy I	25	75	100
	EC 214	Quantitative Methods	25	75	100
II	EC 221	Micro Economics II	25	75	100
	EC 222	Economics of Social Sector and Environment	25	75	100
	EC 223	Indian Economic Policy (Kerala's Economy) II	25	75	100
	EC 224	Research Methodology and Econometrics	25	75	100
III	EC 231	Macro Economics I	25	75	100
	EC 232	International Economics I	25	75	100
	EC 233	Public Economics	25	75	100
	EC 201	Optional Paper (Agricultural Economics)	25	75	100
	EC 241	Macro Economics II	25	75	100

IV	EC 242	International Economics II	25	75	100
	EC 243	Finance and Capital Market	25	75	100
	EC 202	Optional Paper (Industrial Economics)	25	75	100
	EC 244	Dissertation and Viva Voce/Essay	-	80+20/100*	100
		Comprehensive Viva-Voce		100	100
		Total			**1800**

*****For Dissertation and Viva-Voce 80 and 20 marks respectively, and for Essay 100 marks

CE: Continuous Evaluation. ESE: End Semester Evaluation

f. Duration of the programme

4 Semesters, two years.

g. Faculty and support staff requirement

MA Economics is coordinated by a full time regular faculty member. In addition to the coordinator, there is one more full time faculty member on contract basis. There is sufficient number of staff in the School of Distance Education office for the administrative work involved in the smooth conduct of the programme. Moreover the School of Distance Education has a panel of experts and qualified external teachers approved by the Hon'ble Vice Chancellor of Kerala University. Their services are used in the preparation of Self Learning Material, for engaging contact classes and for evaluation of answer scripts.

h. Instructional delivery mechanisms

In addition to providing Self Learning Material, students are offered 90 contact hours each semester, conducted over 15days. Classes are taken by using audio visual aids, and students are encouraged to use web resources. A collection of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis from this academic year onwards.

i. Procedure for admissions, curriculum transaction and evaluation:

Applications for admission are received online. Detailed information regarding admission is available in the website of SDE and admission notifications are issued in leading national and regional dailies.

Eligibility for admission to MA Economics, as per university norms is graduation in Economics, Mathematics or Statistics (with not less than 4.5 CCPA(S) for graduates who have passed qualifying examination in CBCS pattern - 2013 admissions / with not less than 1.8 CGPA(S) for graduates who have passed qualifying examination in CBCS pattern prior to 2013 admissions / with not less than 45% marks in part III optional subjects for graduates who have passed qualifying examination in Annual scheme / other pattern)

j. Academic Calendar

ADMISSION	
Admission Notification	First week of June
Closing date of Admission	Last week of September

Schedule of distribution of study materials		
Course	Date	By Post
III, IV Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III & IV Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
III and IV Semester	First week of April	
I and II Semester	Second and Third week of April	

k. Fee structure: The fee for the course is Rs.10,305/-(Rupees Ten thousand three hundred and five only) .Tuition fee is waived for students belonging to eligible categories.

l. Financial Assistance: Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST department as per the rules lay down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

m. Curriculum transaction: Curriculum is transacted in the Distance Mode with the help of Self Learning Material (SLM) and Personal Contact Programme (PCP). In addition to providing SLM, students are offered 90 contact hours each semester, conducted over 15days.Contact classes are engaged either by faculty members in the School of Distance Education or by teachers from the Panel of external teachers approved by the Vice Chancellor of the University of Kerala. Classes are taken by using audio visual aids, and students are encouraged to use authentic web resources. The use of web-based tools is not in place yet, but steps are being initiated.

Detailed time schedule of contact classes and dates of spot distribution of SLM will be announced in the Press release by the University (available in the Website / published in all leading regional Newspapers). Besides this, SMS alerts are also given to the students regarding important dates like dates of contact classes, last date of payment of tuition fee, last date for submission of application for examination etc.

n. Evaluation

Evaluation is continuous and end semester. Continuous Evaluation requires the submission of one assignment for 15 marks and one Test Paper/practicum/ Case analysis for 10 marks for each course carrying a total of 25 marks. End Semester Examinations are conducted by the Controller of Examinations, University of Kerala. The written examinations carry 75 marks per paper.

Scheme of Evaluation
Continuous Evaluation (C E) Total marks: 25
Allocation of Marks for Each Component

Components	Marks
Assignment	15
Test Course/Practicum/ Case Analysis	10
Total	**25**

o. End Semester Evaluation (ESE): 75 marks

This will be through a three hour written examination consisting of 10 very short answer questions (with no choices and each carrying 1 mark), 7 short answer questions to be chosen out of 10 questions (each carrying 5 marks) and 3 descriptive questions to be chosen out of five questions (each carrying 10 marks).

p. Requirement of the laboratory support and Library Resources:

Laboratory hours are not mandatory for MA Economics as per the existing syllabus, but students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 23,000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 500/- has to be remitted by the students to obtain membership in the Library, of which Rs. 400/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

q.Cost estimate of the programme and the provisions (Base 2019-20):

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for MA Economics programme (300 students)
01	Pay and Allowance	435.00	1002200
02	Contact classes and evaluation	80.00	92100
03	Course materials	100.00	115200
04	Advertisement charges	25.00	28800
05	Postage and telephone	7.4	8400
06	Books and Periodicals	3.5	3900
07	Miscellaneous	9.95	11400
	Total	660.85	1262000
	Provisions (6%)		75720
	Total		1337720 Cost per student/ year=Rs.4459

r. Quality assurance mechanism and expected programme outcomes

Quality assurance mechanism: The Board of Studies for MA Economics constituted by the

University of Kerala approves and revie ws the syllabus and course content. The SDE, University of Kerala has devised the following mechanism for monitoring the effectiveness of the M.A. programme to enhance its standards of curriculum, instructional design etc.

(a) Established a Centre for Internal Quality Assurance (CIQA) at the University level to develop and put in place a comprehensive and dynamic internal quality assurance system to enhance the quality of the programmes offered through distance mode as per the norms and guidelines of the University Grants Commission (Open and Distance Learning) Regulations, 2017.

(b) The CIQA is periodically conducting institutional quality audits, to promote quality assurance and enhance as well as spread best- in-class practices of quality assurance. The CIQA conducts the quality audit by addressing the following seven broad areas, namely:

- Governance, leadership and management
- Articulation of higher educational institutions objectives
- Programme development and approval processes
- Infrastructure resources
- Learning environment and learner support
- Assessment & evaluation of learning outcomes
- Teaching quality and staff development

(c) The SDE has an approved panel of experts for preparing SML. The SLM prepared is being edited by the course coordinator. The CIQA also oversees the development and preparation of SLMs. Then submit the SLMs to the Board of Studies concerned for the approval. The SLMs are developed with the approach of self explanatory, self-contained, self-directed, self- motivating and self-evaluating.

The SDE of the University has one Associate professor exclusively for coordinating the programme and also has a panel of qualified guest teachers for counselling students and engaging in personal contact programmes.

s. Expected Programme Outcomes:

Towards the end of the programme, students will be able to:

- Use the spoken and written word, graphs, and mathematics to present economic phenomena and arguments.
- Able to use theoretical and empirical methods to analyse socio-economic issues.
- Develop critical thinking capacity.
- Develop capability in using computer software for the purpose of research.
- Apply their knowledge and learning to engage in informed debate and to analyze and solve problems.

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

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REGISTRAR
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UNIVERSITY OF KERALA

UNIVERSITY OF KERALA
School of Distance Education

Master of Arts (Sociology)
PROGRAMME PROJECT REPORT

(a) Programme's mission & objectives

Mission

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education to all, the programme Sociology aims at imparting an in-depth sociological knowledge (both theoretical and practical) in the post graduate level.

Objectives

- To help the students to understand the nature and character of sociological perspective.
- To familiarize the students with the critical exploration of the social processes, social issues and problems of society sociologically.
- To equip students with sociological imagination.

(b) Relevance of the program with HEI's Mission and Goals

Offered in the distance mode, MA Sociology will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focussed, quality and cost conscious but socially responsible education.

MA Sociology in the distance mode will be an advance programme for the students who are intend to do higher education. This programme is offered by the university, and it follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala.

(c) **Nature of prospective target group of learners**

Sociology programme in post graduate level has extensive demand, but only limited students can accommodated in the regular mode through university departments and colleges. Thus thorough the distance mode education a large segment of population can provide quality education not only in terms of quality, but also flexible in terms of methods, pace of learning, eligibility for enrolment and age of entry. Considering the requirements of the learners we have designed our self- learning material and programme to guide the learners for higher education.

(d) Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:

The MA Sociology programme will perceive to ensure the following skills and competences in the learners.

1. **Theoretical skill** (Reading, analyzing and writing skill): To introduce the students with the theoretical insights of classical, advanced and modern sociological thinking and understand various kinds of theoretical perspectives in detail. As a post graduate programme, it obliges wide reading on the subject both original texts and critics to understand and develop sociological knowledge. Students are also trained to prepare and present research papers.

2. **Practical skill** (problem solving skill) for application of theoretical knowledge: To help the students to relate sociological theories to the contemporary social issues.

3. **Skill for community participation**: To enable the students to identify social problems and to equip them to participate in the community services.

4. **Critical evaluation skill**: To equip the students to analyze and evaluate social issues.

5. **Research skill**: Enable the students in doing social research, to introduce major research tools and techniques, research paradigms, and to make clear the relationship between theory and research and use of statistical tools.

(e) Instructional Design:

Syllabus for MA Sociology

Semester System (SDE) Course Structure and Mark Distribution

Semester	**Paper code**	**Title of paper**	**Maximum marks**		
			CE	**ESE**	Total
I	SO2.1.1	Development of Sociology as a Discipline	25	75	100
	SO2.1.2	Theoretical Foundations in Sociology	25	75	100
	SO2.1.3	Perspectives on Indian Society	25	75	100
	SO2.1.4	Social Research Methods-1	25	75	100
II	SO2.2.1	Sociology of Development	25	75	100
	SO2.2.2	Social Policy and Planning	25	75	100
	SO2.2.3	Social Research Methods-II	25	75	100
	SO2.2.4	Sociology of Marginalized Communities	25	75	100
III	SO2.3.1	Theoretical Perspectives in Modern sociology	25	75	100
	SO2.3.2	Rural Planning and Development	25	75	100
	SO2.3.3	Social Statistics	25	75	100
	SO2.3.4B	Population and Society	25	75	100
IV	SO2.4.1	Current Debates in Social Theory	25	75	100
	SO2.4.2	Gender and Society	25	75	100
	SO2.4.3B	Sociology of Childhood	25	75	100
	SO2.4.4B	Sociology of Health	25	75	100
	SO2.4.5	Dissertation + Viva Or ge nera l essa y	Nil	80 + 20 Or 100	100
	SO2.4.6	Comprehensive Viva -voce	Nil		100
		Grand total			1800

CE – Continues Evaluation

ESE – End Semester Examination

Duration of the programme

4 Semesters, two years.

Faculty and support staff requirement

There are two full time faculty members available and one of them coordinates the MA Programme in Sociology. There is sufficient staff support from the SDE office for processing administrative work. The service of qualified guest teachers and experts from panels approved by the Vice Chancellor are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

Instructional delivery mechanisms

In addition to Self Learning Materials, students are offered 90 contact hours for each semester, conducted over 15 days during weekends. Classes are taken using audio - visual aids, and students are also fortified to use authentic web resources.

(f) Procedure for admissions, curriculum transaction and evaluation

Applications for admissions are received online. Eligibility for admission to MA Sociology is

Graduation in any subject in the Faculties of Arts/Social Sciences/Science/ Commerce/ Law securing not less than 45% marks in Part III optional subjects. Candidates with BCA/ B.Sc. Computer Science/ B.B.A./B.Com./ B.Tech. Degree of the University of Kerala or any other University which is equivalent there to, are also eligible.

Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III & IV Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	

III and IV Semester	First week of April
I and II Semester	Second and Third week of April

Fee structure: Rs. 10305/- for full programme.

Tuition fee is waived for students belonging to eligible categories.

Financial assistance

Concession for tuition will be given to SC/ ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed from SC/ ST department as per the rules laid down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

Curriculum is transacted in the Distance Mode with the help of Self Learning Material and Personal Contact Classes.

The uses of web-based tools are not in place yet, but steps are being initiated.

Evaluation is continuous and end semester.

Continuous Evaluation requires the submission of one assignment and one Test Paper for each course carrying 25 marks.

End Semester Examinations are conducted by the Controller of Examinations, University of Kerala. The written exams carry 75 marks per paper.

(g) Requirement of the laboratory support and Library Resources

Laboratory hours are not mandatory for MA Sociology, but students can avail the computer facility from the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 28,000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non- members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

(h) Cost estimate of the programme and the provisions:

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate MA Sociology programme (350 students)
01	Pay and Allowance	435.00	1502200
02	Contact classes and evaluation	80.00	92100
03	Course materials	100.00	115200
04	Advertisement charges	25.00	28800

05	Postage and telephone	7.4	8400
06	Books and Periodicals	3.5	3900
07	Miscellaneous	9.95	11400
	Total	660.85	1762000
	Provisions (6%)		105720
	Total		1867720 Cost per student/ year=Rs.5336

(i) Quality assurance mechanism and expected programme outcomes:

The University Board of Studies for MA Sociology programme approves and reviews the syllabus, course content, and the Self Learning Material of MA Sociology offered through distance mode.

The overall ensuring of quality will be closely monitored by the Centre for Internal Quality Assurance, School of Distance Education.

Expected outcomes

1. Sociology provides training for community participation, social service, public policy formation and planning.
2. Study of sociology in PG level help the students to get training in conducting social researchers and to find out scientific solution to the current social problems.
3. Students are also competent to work in the non- profit organizations, government agencies, enforcement agencies of law.
4. A post graduate in sociology can go for higher studies like Ph.D in many multi-disciplinary subjects.

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

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School of Distance Education
University of Kerala, Kariavattom
Thiruvananthapuram - 695 581

REGISTRAR
IN-CHARGE

UNIVERSITY OF KERALA
School of Distance Education

Master of Arts (Public Administration)

PROGRAMME PROJECT REPORT

(i) Programme's Mission & Objectives

(i) Mission

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education to all, the programme MA Public Administration was started in 1996 at School of Distance Education. The course aims to create awareness on how government functions and creating awareness about the citizens' duties and responsibilities in nation building. The Programme M A in Public Administration provides a wide understanding and knowledge in the field of Administration. It will help them to become administrators, scholars, teachers and public servants.

(ii) Objectives

i. To enable learners to form a foundation in Indian Administration.

ii. To understand the administrative systems of other nations.

iii. To develop administrative and executive skills.

iv. To mould the civil service aspirants.

(ii) Relevance of the Program with HEI's Mission and Goals

Offered in the distance mode, MA Public Administration will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focussed, quality and cost conscious but socially responsible education.

MA Public Administration in the distance mode will be a feeder programme for civil service and other administrative positions in both Public and Private Organisations. It follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala.

(iii) Nature of Prospective Target Group of Learners

An MA programme in Public Administration has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges since it is offered only limited colleges in Kerala. This will join the attempt to democratising higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of learning, eligibility for enrolment and age of entry.

Understanding the needs of the learners we have structured our learning material and induction programmes to lead the fresh learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.

(iv) Appropriateness of Programme to Be Conducted in Open and Distance Learning Mode to Acquire Specific Skills and Competence

The MA Public Administration programme will see to ensure the following skills and competences in the learners.

1. Administrative Skills: Careful understanding of different functions of management and administration like Human Resource Management, Labour Legislature and Administration, Financial Management, Disaster management, Public Personnel Administration, Environment Management, their administrative efficiency will improve.

2. Theoretical Skill: By learning theories of Public Administration, Essentials of Business Management, and Indian Administration they will be able to develop a strong theoretical backup.

3. Nation Building: By learning Human Rights, Development Administration, Public Policy Analysis, and Indian Government, they can take part in the process of nation building.

4. Doing Research: understand and use basic research tools, develop questions and topics worth researching, incorporate research in relevant field.

(v) Instructional Design

(i) Programme Details

MA Public Administration Course Structure & Marks Distribution

Semester I	**Core/ Elective**	**Course code**	**Name of paper**	**Maximum marks**		
				CA	ESA	Total
Paper I	Core	PADC 001	Theories and Concepts of Public Administration	25	75	100
Paper2	Core	PADC002	Indian Government and Politics	25	75	100
paper3	Core	PADC003	Human Resource Management	25	75	100
paper4	elective	PADE001	Human Rights and Administration	25	75	100
Semester2						
paper5	Core	PADC004	Development Administration and Decentralised Government in India	25	75	100
paper6	Core	PADC005	Public Personnel Administration	25	75	100
paper7	Core	PADC006	Public Policy Analysis	25	75	100
paper8	elective	PADE002	Public Sector Management	25	75	100
Semester3						
Paper9	Core	PADC007	Indian Administration	25	75	100
Paper10	Core	PADC008	Research Methodology	25	75	100
Paper11	Core	PADC009	Financial Administration	25	75	100

Paper12	elective	PADE003	Essentials of Business Management	25	75	100
Semester4						
Paper13	Core	PADC010	Environmental Management	25	75	100
Paper14	Core	PADC011	Labour Legislation and Administration	25	75	100
Paper15	Core	PADC012	International Organisation and Administration	25	75	100
Paper16	elective	PADE004	Disaster Management	25	75	100
Paper17	Dissertati-on+viva or Essay	PADC013			80+20 or 100	100 100
Paper18	Comprehe nsive viva	PADC014			100	
	Grand Total				**1800**	

(ii) Duration of the Programme

4 Semesters, two years.

(iii) Faculty and Support Staff requirement

The course is coordinated by a full time regular faculty member of Public Administration. In addition, service of faculty members from related disciplines like Management and Political Science can also be used. There is sufficient staff support from the SDE office for processing administrative work. The service of qualified guest teachers and experts from panels approved by the Vice Chancellor are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

(iv) Instructional Delivery mechanisms

In addition to providing Self Learning Material, students are offered 90 contact hours each semester, conducted over 15 days during the weekend. Classes are taken with the help of Audio Visual Aids.

(vi) Procedure for Admissions, Curriculum Transaction and Evaluation

(i) Admission

Application for admissions is received online. Eligibility for admission to MA Public Administration is a Bachelor's Degree in any branch of Science, Social Science or Bachelor's Degree(Irrespective of faculty) recognised by the University of Kerala/ BA Communicative English (Vocational). The minimum grade point for admission to MA Public Administration is 4.5 CCPA(S) out of 10 as that of all other subjects under the faculty of Social Sciences or 45% for the annual scheme mode.

(ii) Curriculum Transaction

Curriculum is transacted in the Distance Mode with the help of Self Learning Material and Personal Contact Classes.

The use of web-based tools is not in place yet, but steps are being initiated.

(iii) Evaluation

Evaluation is continuous and end semester. Continuous Evaluation requires the submission of one assignment for 15 marks and one Test Paper/Case Analysis for each course carrying 10 marks carrying a total of 25 marks.

End Semester Examinations are conducted by the Controller of Examinations, University of Kerala. The written exams carry75 marks per paper.

(iv)**Academic Calendar**

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III & IV Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
III and IV Semester	First week of April	
I and II Semester	Second and Third week of April	

(v) Fee Structure

The total fee of MA Public Administration is Rs.10,305/-(Rupees Ten thousand three hundred and five only).

(vi)Financial Assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST department as per the rules laid down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

Requirement of the Laboratory Support and Library Resources

Laboratory hours are not mandatory for MA Public Administration, but students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 28,000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

(vii) Cost Estimate of the Programme and the Provisions

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for MA Public Administration programme (250 students)
01	Pay and Allowance	435.00	834782
02	Contact classes and evaluation	80.00	61569
03	Course materials	100.00	76962
04	Advertisement charges	25.00	19240
05	Postage and telephone	7.4	5695
06	Books and Periodicals	3.5	2694
07	Miscellaneous	9.95	7657
	Total	660.85	1008599
	Provisions (6%)		60515
	Total		1069114 Cost per student/ year=Rs.4276

(viii) Quality Assurance Mechanism and Expected Programme Outcomes

1. Quality Assurance Mechanism

The Board of Studies of the University for Public Administration approves and reviews the syllabus, course content, and the Self Learning Material of MA Public Administration offered in the distance mode too.

The quality of the programme will be closely monitored by the Centre for Internal Quality Assurance for the Distance Education Programmes of the University.

2. Expected Programme Outcomes

Towards the end of the programme, students will be able to:

(i) Develop an ability to teach Public Administration for UG and PG programmes in Colleges and Universities or undertake research leading to MPhil or PhD in in Public Administration.

(ii) Write competitive examinations for securing lucrative jobs as teachers, managers, administrators in government or other public/ private sectors etc.

(iii) Appreciate importance of working independently and in a team

(iv) Prepare business plans and projects effectively using quantitative and statistical techniques.

(v) Develop an understanding of various forms of administration such as finance, HR, project preparation, and management of Local Self Governments, environment, NGOs etc.

(vi) Develop self-confidence and awareness of general issues prevailing in the society.

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

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REGISTRAR
in-CHARGE

UNIVERSITY OF KERALA

UNIVERSITY OF KERALA
School of Distance Education

Master of Commerce (Finance)
PROGRAMME PROJECT REPORT

1. University of Kerala

The University of Kerala is a State university located in Thiruvananthapuram, the capital city Kerala. University of Kerala is the first University in the State, originally established as the University of Travancore in 1937 and is the 16th oldest University of the country. The present territorial jurisdiction of the University extends to the revenue districts of Thiruvananthapuram, Kollam, Alapuzha and Pathanamthitta. The University of Kerala is offering courses in regular as well as distance mode. In regular mode the University offers wide range of programmes at the undergraduate, post graduate, MPhil, doctoral levels, post graduate diploma, diploma and certificate levels. In distance mode the University offers 13 UG and 13 PG programmes. The University of Kerala has undergone immense transformation on various fronts during the last 80 years. The University has been recognized by the UGC as per UGC Act, 1956 under Section 2 (f) and 12 (b) and has been reaccredited by NAAC with A grade in 2015. University also bagged the First Chancellor's Award for the Best University in Kerala in 2015. There are at present 223 affiliated colleges and 82 research centres under the University and have 42 teaching and research departments (under 11 schools), 10 teacher education centres, 7 UIMs and 17 UITs. There are at present 149 faculty members of which 30 are Professors, 35 Associate Professors and 84 Assistant Professors under its 42 teaching and research departments. In addition, there are 54 guest faculty members and 10 visiting faculty members working in the departments. Among the teaching faculty members 160 are PhD degree holders. 1492 administrative staff and 30 technical staff are also working in the University.

2. The School of Distance Education

The School of Distance Education (SDE), started in 1976 as a teaching and research department of the University of Kerala, is one of the pioneering centres of distance learning in the State. The aims and objectives of the school include:

- Democratizing higher education to large segments of the population, in particular the disadvantaged groups like those living in remote and rural areas, working people, and women.
- Providing an innovative system of university- level education which is both flexible and open in terms of methods, pace of learning, eligibility for enrollment and age of entry.
- Providing an opportunity for up-gradation of skills and qualifications.
- Developing education as a lifelong activity to enable persons to update their knowledge or acquire knowledge in new areas.

University of Kerala is one of the Universities in India having appointed permanent full time teaching faculty members for running the distance education programmes. The SDE has 19 permanent faculty members and 8 full time contract faculty members with diverse academic backgrounds and rich experience in the rank of Professors, Associate Professors and Assistant Professors. The school had recognition of the erstwhile Distance Education Council (DEC) for 45 programmes till 2014-15. In line with the efforts of the UGC to stream line the distance learning mode, the SDE also redefined its programmes and got the UGC recognition to offer 13 UG and 13 PG programmes from the academic year 2017-18 onwards. The SDE has no private off campus/learner support centers.

3. Mission & Objectives of M.Com Programme

3.1 Mission

The post graduate programme in Commerce (M.Com) has been designed to provide high quality, relevant business education to B Com/ BBA/BBM graduates with diverse socio economic backgrounds intending to develop their skills and knowledge in business, as well as those who wish to broaden their undergraduate business degree, with a holistic concern for better life, environment and society.

3.2 Objectives

1. To enable every student to cope up with the latest developments in business and accounting in the contemporary, national and global level through effective transaction of the curricular and co-curricular aspects.

2. To produce commerce post graduates with the required skills, problem solving ability and professionalism essential for being successful.

3. To ensure all- round development of the students' personality through proper education and exposure to the vast treasure of knowledge.

4. To provide exposure to learners in the latest trends in the branch of Commerce, and competence and creativity to face global challenges.

5. To develop entrepreneurship and managerial skills in s t udents so as to enable them establish and manage their business establishments.

6. To facilitate s tudents with skills and abilities to become competent and competitive to be assured of good careers and job p lacements.

4. Relevance of M.Com Program with HEI's Mission and Goals

The mission and goal of the University of Kerala is to incorporate the changes in the syllabus and curriculum of all its academic programmes on time. Towards this end, the University used to revise the syllabus and curriculum for its UG and PG programmes once in every three years. The M Com programme being offered through distance mode closely aligned with the vision and mission of the same programme offered through regular mode in the University.

Further, M Com in the distance mode follows the same syllabus and curriculum of the programme in the regular mode of the University offered through its affiliated colleges.

5. Nature of Prospective Target Group of Learners

M.Com programme has been designed to meet the expanding needs in Commerce education at all levels and provide necessary manpower to business, industry, service and government and private sectors in the areas like accounting, finance, taxation etc. As a substantial share of the M.Com aspirants in Kerala are outside the regular mode of education through the affiliated colleges, it is hoped that the programme offered through the distance mode of the university will be an advantage for those who could not join regular colleges owing to constraints such as eligibility for enrolment, age of entry, time and place etc. Further, the target group of learners includes those from socially and economically disadvantaged groups (such as scheduled castes, scheduled tribes, fishermen, other backward communities, women, people below poverty line etc). Understanding the needs of the learners, we have structured our learning material and induction programmes to lead the learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.

6. Appropriateness of Programme to Be Conducted in Open and Distance Learning Mode to Acquire Specific Skills and Competence

Distance learning programmes are getting popularity in India and a large number of students desire to continue their studies along with their employment. Accordingly, about 120 universities in India have been recognised by the DEB of UGC for offering ODL programmes during 2016-17. Of these, more than 100 universities are offering M Com programme. This is because of the appropriateness of the programme to be conducted in ODL mode and ever increasing number of takers owing to the popularity of the programme.

The programme could be considered appropriate to be conducted in ODL mode to acquire specific skills and competence for the following reasons:

1. All the courses in the programme are theory and/or problem based. So, no laboratory or experiment is needed to impart the skills and competence required for the programme.

2. The specific skill and competencies required for an M.Com student can be imparted to a great extent through SLMs prepared with the approach of self-explanatory, self- contained, self-directed, self motivating and self-evaluating.

3. Availability of large volumes of study material on the various courses of the M Com programme in the Internet or websites of the UGC or Universities in the form of notes in word/PDF format, PPTs, videos etc, and the counselling hours earmarked per course are considered sufficient to impart the required skill and competencies for the programme.

4. The Programme is designed to impart necessary teaching skills among students by educating them with the diverse theories, models, approaches and intellectual traditions in commerce

5. The programme practices the students in academic writing and equally helps the m to improve their presentation skills through mandatory assignments and seminars.

7. Instructional Design

7.1 Curriculum Design

The M.Com programme proposed to offer under distance mode is also offered by the University through its affiliated colleges under regular mode. Further, the programme has been approved by the statutory bodies of the University. The University is revising the curriculum and syllabi of its M.Com programme once in every three years to ensure that the content is updated to reflect current academic knowledge and practice, and also to ensure that the University used to provide the best learning experiences possible for students. Academic staff and experts in the area of Commerce offer changes in the curriculum and syllabi at the curriculum and syllabus revision workshop generally convened at least six months before the due date of curriculum and syllabus revision. Major changes are then submitted to the Board of Studies of Commerce of the University for Final Approval. As part of curriculum design, the curriculum and syllabus revision workshop considers curriculum analysis of social needs, translating the needs into course, splitting the objectives into specific objectives, grouping the specific objectives into subjects, deriving the subjects from the classification, specifying enabling objectives, unitizing each subject matter, specification of required time and syllabus formulation.

8. Programme Details

Semester	Course Code	Title of Course	Maximum Marks		
			CA	ESA	Total
I	CO2 11	Contemporary Management Concepts and Thoughts	25	75	100
	CO2 12	Management Information System	25	75	100
	CO2 13	Research Methodology	25	75	100
	CO2 14	Planning and Development Administration	25	75	100
	CO2 15	Advanced Corporate Accounting	25	75	100
		TOTAL	125	375	500
II	CO2 21	E -Business and Cyber laws		75	100
	CO2 22	Business Ethics and Corporate Governance	25	75	100
	CO2 223	Quantitative Techniques	25	75	100
	CO224	International Business	25	75	100
	CO225	Strategic Management	25	75	100
		TOTAL	125	375	500
III	CO2 21	Income tax Planning and Management	25	75	100
	CO2 22	Security Analysis and Portfolio Management	25	75	100
	CO2 23	Strategic Financial Management	25	75	100
	CO2 24	Advanced Cost and	25	75	100

		Management Accounting			
		TOTAL	100	300	400
IV	CO2 21	Indirect Tax Laws and practices	25	75	100
	CO2 22	International Finance	25	75	100
	CO2 23	Management Optimization Techniques	25	75	100
	CO2 24	Financial Statements-Interpretation and Reporting	25	75	100
		TOTAL	100	300	400
		Project Report/ Essay			100
		Comprehensive Viva			100
		GRAND TOTAL			2000

Notes:

1. CA: Continuous Assessment
2. ESA: End Semester Examination
3. The allocation of marks for each component of CA: 15 marks for Assignment and 10 marks for Test Paper

9. Duration of the Programme

Four semesters spread over two years.

10. Faculty and Support Staff Requirement

M Com programme is coordinated by a full time regular faculty member of the School of Distance Education. In addition to the coordinator, there are three more full time regular faculty members in the department of Commerce of the SDE. There is sufficient number of staff in the administrative and academic division of SDE for the administrative work involved in the smooth conduct of the programme. Apart from this, the SDE has a panel of experts and qualified external teachers approved by the University. Their services are used in the preparation of Self Learning Material, for engaging contact classes and for evaluation of answer scripts.

11. Instructional Delivery Mechanisms

In addition to provide SLMs prepared in line with the UGC guidelines on preparation of SLMs, the students are offered contact classes at the head quarters of the School of Distance Education and at various Personal Contact Programme Centers during the weekend. There shall be at least fifteen instructional days in a semester and a minimum of ninety instructional hours. The personal contact programmes are being taken using audio visual aids, and students are encouraged to use web resources such as books, notes, videos etc.

12. Student Support Service Systems at SDE

SDE provides the following students support services:

(a) Information Centre, (b) Library with good collection of books and journals (c) Wi-Fi connectivity, (d) Counselling, (e) Students feedback, (f) Placement cell, (g) Students Grievance Redressal Cell, (g) Alumni Association, (i) Women's Cell, (j) Research Cell, (k) Post Office , (l) Snack bar and Refreshment Centre, (m) Restrooms, (n) Reprographic centre,

(o) Drinking water etc.

13. Procedure for Admissions, Curriculum Transaction and Evaluation

13.1 Admission

The admission notifications for M Com programme, among others are being issued in leading national and regional dailies during June-July. The detailed information regarding admission is being given on the SDE website (www.ideku.net) and on the admission website (www.de.keralauniversity.ac.in). Students seeking admission shall apply online.

13.2 Minimum Eligibility for Admission

Those who have not less than 45 per cent marks in part III optional or 4.5 CCPA out of 10 or

1.8 CCPA out of 4 in B Com finance, B Com Computer Application/ B.Com Cooperation/B Com Travel and Tourism (Vocational and Restructured) B Com Tax Procedure and Practices (Vocational and Restructured) B Com Actuarial Science Vocational/ B Com Office Management and Secretarial Practice/ B Com Hotel Management and Catering (Restructured)/ BBA/ BBS/BBM are eligible for admission to M Com Programme.

13.3 Personal Contact Programme

The students are offered personal contact programmes at the head quarters of the School of Distance Education and at various personal contact programme centers**.** There shall be at least fifteen instructional days in a semester and a minimum of ninety instructional hours.

13.4 Evaluation

Evaluation of each course shall be done in two parts viz, Continuous Assessment (CA) and End Semester Assessment (ESA). The distribution of marks shall be 25 per cent for Continuous Assessment and 75 per cent for End Semester Assessment. The allocatio n of marks for each component of CA is 15 marks for Assignment and 10 marks for Test Paper.

13.5 Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III & IV Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		

Course	Schedule
III and IV Semester	First week of April
I and II Semester	Second and Third week of April

14. Fee Structure

The fee for the course is Rs.10,935/-(Rupees Ten thousand nine hundred and thirty five only).Tuition fee is waived for students belonging to eligible categories.

15. Requirement of the Laboratory Support and Library Resources

SDE has a full- fledged computer lab facility for its students. The SDE has a separate Library with more than 28,000 books. There is a separate section in the library for Commerce and Management discipline with more than 4000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

Cost Estimate of the Programme and the Provisions (Base 2019-20)

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for M.Com programme (2000 students)
01	Pay and Allowance	435.00	3348000
02	Contact classes and evaluation	80.00	614000
03	Course materials	100.00	768000
04	Advertisement charges	25.00	192000
05	Postage and telephone	7.4	56000
06	Books and Periodicals	3.5	26000
07	Miscellaneous	9.95	76000
	Total	660.85	10606000
	Provisions (6%)		636360
	Total		11242360 Cost per student/ year=Rs.5621

16. Quality Assurance Mechanism and Expected Programme Outcomes

16.1 Quality Assurance Mechanism

The SDE, University of Kerala has devised the following mechanism for monitoring the effectiveness of the M.Com programme to enhance its standards of curriculum, instructional design etc.

(a) Established a Centre for Internal Quality Assurance (CIQA) at the University level to develop and put in place a comprehensive and dynamic internal quality assurance system to enhance the quality of the programmes offered through distance mode as per the norms and guidelines of the University Grants Commission (Open and Distance Learning) Regulations, 2017.

(b) The CIQA is periodically conducting institutional quality audits, to promote quality assurance and enhance as well as spread best- in-class practices of quality assurance. The CIQA conducts the quality audit by addressing the following seven broad areas, namely:

i. Governance, leadership and management

ii. Articulation of higher educational institutions objectives

iii. Programme development and approval processes

iv. Infrastructure resources

v. Learning environment and learner support

vi. Assessment & evaluation of learning outcomes

vii. Teaching quality and staff development

(c) The SDE has an approved panel of experts for preparing SML. The SLM prepared is being edited by the course coordinator. The CIQA also oversees the development and preparation of SLMs. Then submit the SLMs to the Board of Studies concerned for the approval. The SLMs are developed with the approach of self explanatory, self- contained, self-directed, self-motivating and self-evaluating.

(d) The SDE of the University has two full time faculty members exclusively for coordinating the programme and also has a panel of qualified guest teachers for counselling students and engaging in personal contact programmes in the Head Quarters at Thiruvananthapuram and study centres at Kollam, Adoor and Alappuzha.

The quality of the programme is monitored through a continuous assessment system. The entire program consists of eighteen courses and each course with an end semester examination for 75% of weightage. The remaining 25% is assigned for attendance and assignment (10% for attendance and 15% for assignment). Assignment topics are based on topics of contemporary relevance and cases drawn from real life situations in industry and commerce.

16.2 Expected Programme Outcomes

Towards the end of the programme, students will be able to:

- Develop an ability to teach Commerce for UG and PG programmes in Colleges and Universities or undertake research leading to MPhil or PhD in Commerce.
- Write competitive examinations for securing lucrative jobs as teachers, finance managers, officers in government or other public/ private sectors etc.
- Appreciate importance of working independently and in a team
- Have exposure of complex commerce problems and find their solution
- Prepare business plans and projects effectively using quantitative and statistical techniques.
- Understand required analytical and statistical tools for financial and accounting analysis
- Develop an understanding of various commerce functions such as finance, accounting, auditing, taxation, investment analysis, financial analysis, project preparation and evaluation, and cost accounting
- Develop self-confidence and awareness of general issues prevailing in the society.

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

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UNIVERSITY OF KERALA

UNIVERSITY OF KERALA
School of Distance Education

Master of Science (Computer Science)
Programme Project Report

(a) Programme's Mission and Objectives:

Mission

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education to all, the programme M.Sc Computer Science aims at imparting knowledge in Software Development, and skills in using Computer Science in the post graduate level.

Objectives

- To develop an interest in the candidates towards a career in academic and research, and to enable them with sufficient knowledge to become a competent academician.
- To equip the students with adequate exposure and skills to empower them to catch a deserving position in the software industry.
- To develop an interest in promoting the use of Computer Science for the positive development of our society and the environment.
- To enable the students to contest for regional/national/international level competitive examinations.

(b) Relevance of the program with HEI's Mission and Goals:

Offered in the distance mode, M.Sc Computer Science will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focussed, quality and cost conscious but socially responsible education.

M. Sc Computer Science in the distance mode will be a feeder programme for the Ph.D programmes offered by the university, and it follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala.

(c) Nature of prospective target group of learners

M. Sc Computer Science programme has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges and university departments. This will join the attempt to democratising higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of learning, eligibility for enrolment and age of entr y. The consideration is given to the low level of disposable income, rural dwellers, women, minorities etc.

Understanding the needs of the learners we have structured our learning material and induction programmes to lead the learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.

(d) Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:

The M.Sc Computer Science programme will see to ensure the following skills and competences in the learners.

1. IT Skills: The ability to conceive, design and write correct working computer programs in several different programming styles using a variety of compilers and development environments.
2. Software design : The ability to apply a software engineering process and take a project through the stages of the software cycle using design notations and software engineering tools selectively.
3. Analytical and Research: The ability to research, acquire, use and critically evaluate complex data.
4. Problem solving: The ability to solve problems by using mathematical and I.T. knowledge.
5. Creativity: Able to show creativity and innovation in solving unfamiliar problems.
6. Team Work: Combine with others to achieve tasks/goals.
7. Communication: The ability to communicate ideas and results clearly, concisely and effectively both orally, (by giving presentations), and in writing, for instance in the production of technical reports.

Instructional Design:

SEM	Course Code	Course Title	CA (Marks)	ESA (Marks)	Total
I	CS11	Computer Architecture	**25**	**75**	**100**
	CS12	Data Structures and Algorithms	**25**	**75**	**100**
	CS13	Mathematical Foundations of Computer Science	**25**	**75**	**100**
	CS14	Programming Paradigms	**25**	**75**	**100**
	CS15	Computer Networks	**25**	**75**	**100**
	CS16	Data Structures and Algorithms Lab	**25**	**75**	**100**
	CS17	JAVA Programming Lab	**25**	**75**	**100**

II	CS 21	Modern Operating Systems	**25**	**75**	**100**
	CS 22	Advances in Database Management	**25**	**75**	**100**
	CS 23	Object Oriented Analysis and Design	**25**	**75**	**100**
	CS 24	Graphics and Multimedia Systems	**25**	**75**	**100**
	CS 25	Optimization Techniques	**25**	**75**	**100**
	CS 26	Minor Project and seminar	**50**	**50**	**100**
	CS 27	Database and Web Programming Lab	**25**	**75**	**100**
III	CS31	Data Mining and Ware Housing	**25**	**75**	**100**
	CS32	Distributed Systems and Cloud Computing	**25**	**75**	**100**
	CS33	Information Security	**25**	**75**	**100**
	CS34	Compiler Design	**25**	**75**	**100**
	CS35	Elective I	**25**	**75**	**100**
	CS36	Network Administration Lab	**25**	**75**	**100**
	CS37	Distributed Computing Lab	**25**	**75**	**100**
IV	CS41	Research and Technical Writing	**25**	**75**	**100**
	CS42	Elective II	**25**	**75**	**100**
	CS43	Major Project	**100**	**100**	**200**
	CS44	Comprehensive Viva Voce		**100**	**100**
		Total			**2600**

Elective I
Digital Image Processing

(f) Duration of the programme

4 Semesters, two years.

(g) Faculty and support staff requirement

There is three full time faculty members available and one of them coordinates the M.Sc

Computer Science Programme. There is sufficient staff support from the SDE for processing administrative work. The service of qualified guest teachers and experts from panels approved by the Vice Chancellor are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

(h) Instructional delivery mechanisms

In addition to providing Self Learning Material, students are offered 240 contact hours each semester, conducted over 40 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use web resources. A repertoire of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis from this academic year onwards.

(i) Procedure for admissions, curriculum transaction and evaluation :

Application for admissions are received online. Eligibility for admission to Candidates for admission to M Sc Programme in Computer Science should have passed

(i) A Degree course with minimum 3 years duration after 10+2 with not less than 50% marks or 2 CGPA[S] out of 4 in Computer Science/Computer Application/Electronics as main or an equivalent Degree recognized by the University of Kerala for the purpose.

(ii) Any science degree with minimum 3 years duration after 10+2 with not less than 50% marks or 2 CGPA[S] out of 4 with Computer science/Computer application as one of the main/subsidiary/core subject. Candidate shall meet all other requirements in the prospectus published by University time to time.

(j)Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III & IV Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
III and IV Semester	First week of April	
I and II Semester	Second and Third week of April	

(k) Fee structure

The fee for the course is Rs.13,770/-(Rupees Thirteen thousand seven hundred and seventy only).Tuition fee is waived for students belonging to eligible categories.

(l) Financial Assistance: Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST department as per the rules laid down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

(m) Curriculam Transaction: Curriculum is transacted in the Distance Mode with the help of Self Learning Material and Personal Contact Classes. The use of web-based tools is not in place yet, but steps are being initiated.

(n) Evaluation: Assessment is continuous and end semester.

Continuous Assessment requires the submission of one assignment and one Test Paper for each course carrying 10 marks each and 5 marks is given for attendance.

End Semester Examinations are conducted by the Controller of Examinations, University of Kerala. The written exams carry 75 marks per paper.

(o) Requirement of the laboratory support and Library Resources:

A well equipped lab is provided for conducting IT courses. It has continuous internet connectivity. Printed lab manuals are provided to students. Faculty and programmers will guide the students to carry out their lab work. They can access online resources from the lab.

1. System Specification: The computer lab at SDE has 50 Computers and Network

Technology well equipped with High end i3 Processors. The recent vers ion of Ubuntu (16.10) Operating System provides hands on experience for students. The lab hosts a campus net line which helps the students to update themselves with the recent trends in the industry, with online UPS and special furniture for Computer users. The Lab is provided with an LCD projector with all necessary peripherals to enhance the quality of teaching and learning. The lab has also a Canon 6230 dn network printer.

Desktop Computer (Acer Veriton M200-H81) RAM-4GB DDR 3 RAM Hard Disk-1 TB Preloaded with Ubuntu Linux 16.10

2. Power- UPS

The back up from two 5 KVA online UPS (30 Minutes back up) supports the machines in the lab and network technology. Single phase AC input (170-250V) and Single phase AC output (230V) and 30 Minutes back up time. The main network switch is placed in the ground floor.

3. Networking

The lab hosts the Campus net line (100 mbps Unmanaged Networking facilities for each and every 50 Computers). The Security is ensured by Computer Centre of University of Kerala.

The SDE has a separate Library with more than 28,000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library

currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

(o) Cost estimate of the programme and the provisions:(Base 2019-20)

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for M. Sc Computer Science programme (150 students)
01	Pay and Allowance	435.00	360000
02	Contact classes and evaluation	80.00	46050
03	Course materials	100.00	57600
04	Advertisement charges	25.00	14400
05	Postage and telephone	7.4	4200
06	Books and Periodicals	3.5	1300
07	Miscellaneous	9.95	5700
	Total	660.85	489250
	Provisions (6%)		29355
	Total		518605 Cost per student/ year=Rs.3457

(p) **Quality assurance mechanism and expected programme outcomes**

The University Board of Studies for PG Computer Science approves and reviews the syllabus, course content, and the Self Learning Material of M. Sc Computer Science offered in the distance mode also. The overall ensuring of quality will be closely monitored by the Centre for Internal Quality.

(q) **Expected Programme Outcomes**: After completing the course students will

1) Learn and gain an integrated set of IT skills.
2) Learn the theoretical and practical knowledge required to design large and complex Computer applications.
3) Embrace future developments in the field and retain professional relevance.
4) Build a strong foundation of computer system and Information Technology.
5) Gain dexterity in advanced programming languages and build sophisticated software for wide area of applications.
6) Work with high end applications in Internet Technologies.
7) Acquire the managerial ability required to analyse, design, develop and maintain software development

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

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UNIVERSITY OF KERALA
School of Distance Education

Master of Science (Mathematics)
PROGRAMME PROJECT REPORT

1. Program's Mission and Objectives

Mission

In keeping with the overall mission of the School of Distance Education,University of Kerala; the department is committed to providing a variety of courses designed to help students acquire an understanding of mathematics including their use and abuse, along with making students to become quantitatively literate citizens.

Objectives

- To provide adequate knowledge of mathematics to enable students to pursue a mathematical career.
- To develop the ability to work both independently and collaboratively on mathematical problems.
- To maintain the program-specific applicability of these courses, by consulting with faculty from the appropriate disciplines and by monitoring student development of knowledge and skills within the application area.
- To develop the ability to use contemporary mathematical software.

2. Relevance of the program with HEI's Mission and Goals:

Offered in the distance mode, MSc Mathematics will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focused, quality and cost conscious but socially responsible education. MSc Mathematics in the distance mode follows the same syllabus and curriculum of the program offered in the regular mode through the affiliated colleges of the University of Kerala.

3. Nature of prospective target group of learners:

MSc program in Mathematics has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges. This will join the attempt to democratising higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of learning, eligibility for enrolment and age of entry. We strive to maintain a culture of inclusion so as to provide high quality educational experience to learners irrespective of caste, creed, region or gender in a cost effective way. Our target group includes learners from socially and economically disadvantaged

groups. Understanding the needs of the learners we have structured our learning material and induction programs to lead the learners through the threshold of higher education, and lead them through the course of the program and the finalevaluation.

4. Appropriateness of program to be conducted in Open and Distance Learning mode to acquire specific skills and competence:

The MSc Mathematics program will see to ensure knowledge, skills and competences in the learners. The specific learning outcomes of the program are given below:

- Comprehensive knowledge in mathematical theory at an advanced level.
- Ability to use theoretical and empirical methods to analyse mathematical issues.
- Exposure to various quantitative techniques which are essential to analyse mathematical issues.
- Analyse existing mathematical models and evaluate their relevance for practical problem solving.
- Planning and carrying out applied work and research projects in mathematics.
- Critical thinking capacity.
- Capability in using mathematics for the purpose of research.

5 Instructional Design:

Semester	Course Code	Title of Course	Maximum Marks		
I			CA	ESA	Total
	MM 211	Linear Algebra	25	75	100
	MM 212	Real Analysis I	25	75	100
	MM 213	Differential Equations	25	75	100
	MM214	Topology I	25	75	100
II	MM221	Algebra	25	75	100
	MM222	Real Analysis II	25	75	100
	MM223	Topology II	25	75	100
	MM224	Computer Programming in C++	25	75	100
III	MM231	Complex Analysis I	25	75	100
	MM232	Functional Analysis I	25	75	100
	MM 233	Elective I	25	75	100
	MM 234	Elective II	25	75	100
IV	MM241	Complex Analysis II	25	75	100
	MM242	Functional Analysis II	25	75	100
	MM 243	Elective III	25	75	100
	MM 244	Elective IV	25	75	100
	MM245	Dissertation		80+20(viva)	100

		Comprehensive Viva		100	100
		GRAND TOTAL			1800

CA: Continuous Assessment, ESA: End Semester Examination

The details of the open and elective courses are given below with one among the following.

Semester	Paper code	Title of the Paper
3	MM233	Operations Research
3	MM234	Graph Theory

Semester	Paper code	Title of the Paper
4	MM243	Coding Theory
4	MM244	Analytic Number Theory

5. Duration of the program

Four semesters, two years.

6. Faculty and support staff requirement

M.Sc Mathematics is coordinated by a full time regular faculty member

.There is one more full time faculty member on contract basis. There is sufficient number of staff in the School of Distance Education office for the administrative work involved in the smooth conduct of the program. Moreover the School of Distance Education has a panel of experts and qualified external teachers approved by the Honorable Vice Chancellor of Kerala University. Their services are used in the preparation of Self Learning Material, for engaging contact classes and for evaluation of answer scripts.

7.Instructional delivery mechanisms

In addition to providing Self Learning Material, students are offered 60 contact hours each semester, conducted over 10 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use web resources. A collection of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis from this academic year onwards.

8. Procedure for admissions, curriculum transaction and evaluation :

Applications for admission are received online. Detailed information regarding admission is available in the website of SDE and admission notifications are issued in leading national and regional dailies.

Eligibility for admission to MSc Mathematics, as per university norms is graduation in Mathematics (B.Sc. with Mathematics or Statistics as Core Course securing not less than 5.5

CCPA(S) * out of 10(for graduates who have passed qualifying examination in CBCS pattern - 2013 admissions)or B.Sc. with Mathematics or Statistics as Core Course securing not less than 2.2 CGPA(S) * out of 4 (for for graduates who have passed qualifying examination in CBCS pattern prior to 2013 admissions) or B.Sc. with Mathematics or Statistics as optional Main subject under Part III scoring not less than 55% marks (for graduates who have passed qualifying examination in Annual scheme / other pattern) /B.Sc. Optical Instrumentation (Vocational), Instrumentation (Vocational), Industrial Chemistry (Vocational) / Electrical Equipment Maintenance (Vocational), Computer Applications(Career Related/Vocational).

9. Fee Structure

The fee for the course is Rs.11,880/-(Rupees Eleven thousand eight hundred and eighty only).Tuition fee is waived for students belonging to eligible categories.

10.**Academic Calendar**

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III & IV Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
III and IV Semester	First week of April	
I and II Semester	Second and Third week of April	

11. Financial Assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST

department as per the rules laid down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

Detailed time schedule of contact classes and dates of spot distribution of SLM will be announced in the Press release by the University (available in the Website / published in all leading regional Newspapers). Besides this, SMS alerts are also given to the students regarding important dates like dates of contact classes, last date of payment of tuition fee, last date for submission of application for examination, etc.

12. Requirement of the laboratory support and Library Resources:

Laboratory hours are mandatory for MSc Mathematics, for computer papers students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 28,000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/-has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

13. Cost estimate of the program and the provisions: (Base 2019-20)

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for M.Sc Mathematics programme (400 students)
01	Pay and Allowance	435.00	1069600
02	Contact classes and evaluation	80.00	122800
03	Course materials	100.00	153600
04	Advertisement charges	25.00	38400
05	Postage and telephone	7.4	11200
06	Books and Periodicals	3.5	5200
07	Miscellaneous	9.95	15200
	Total	660.85	1416000
	Provisions (6%)		84960
	Total		1500960 Cost per student/ year=Rs.3752

14. Quality assurance mechanism and expected program outcomes

The Board of Studies for M.Sc Mathematics constituted by the University of Kerala approves and reviews the syllabus, course content and the Self Learning Material of M.Sc Mathematics offered in the distance mode also. The overall ensuring of quality will be closely monitored by the Centre for Internal Quality Assurance, School of Distance Education.

15. Expected program outcomes:

Towards the end of the programme, students will be able to :

a. To develop the ability to analyze mathematical problems.

b. To formulate the critical problems in daily life to mathematical model.

c. Able to attend UGC-Net, CAT,CSIR and MAT etc

d. Enable to apply for the post of Intellegence Beurou

e. To optimize the man power in Military and other business areas

f. To motivate research activities in various field in Mathematics , statistics, population and applied mathematics.

g. To prepare for other eligible job areas in state and central govt.

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

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School of Distance Education

Master of Business Administration (MBA)
PROGRAMME PROJECT REPORT

a. Programme's mission & objectives

Mission

To impart quality education on management concepts, theories and applications so as to create entrepreneurs as well as successful managers in different functional disciplines.

Objectives

i. To provide advanced learning on the concepts of management in the functional areas of Finance, HRM, Marketing, Operations, Logistics etc.

ii. To impart problem solving skills through internalization of managerial concepts and analysis of cases.

iii. To create managers of resources and organisations with the required competencies.

b. Relevance of the program with HEI's mission goals

MBA program would foster quality higher education that inspires to create responsible citizens for the nation and the world at large. The program would focus on the higher learning environment in the state of Kerala and would strive to use the huge talented graduate manpower so as to enable them to acquire managerial skills and application oriented skills that would help them to enrich their competencies. The distance learning mode for MBA would help learners to draw live examples from their work or organizational environment and use information inputs from the learning context to sharpen their skills.

The MBA program in the distance learning mode would have the same curriculum as that of the regular mode and hence would be at par with the regular program of the University.

c. Nature of prospective target group of learners

- Managers of medium and large scale organisation in the public and private sector who work in the functional areas of HRM, Marketing, Operations, ,Financial , Systems, Media, international business management, ,Logistics and supply chain management, Travel and tourism management.
- Entrepreneurs who are involved in tiny, small and medium enterprises
- Individuals who intend to set up their own enterprises in the form of startups.
- Managers and supervisors of NGO's, local authority, Government organisations, professional bodies.

- Graduates seeking professional growth.

d. Appropriateness of programmes to be conducted in open and distance learning made to acquire specific skills and competence.

MBA (Semester I and II)

- Understanding of basic management concepts.
- Acquiring fundamental skills on research methods including data analysis and interpretation.
- Drawing inputs on the functional areas of management

MBA (Semester III & IV)

A total of five different electives are offered as given below:

1. Financial Management
2. Marketing Management
3. Human Resources Management
4. Operations Management
5. Systems Management

The students opting for dual specializations will have to choose a minimum of three courses from each elective. Students will also be given the option of choosing all the seven courses from a single elective. Dual specialization certificate to be issued by the University once the candidate applies for the same with a specified fee to the University.

1. Finance

Understanding Financial systems and learning to judge movements in the financial markets, skills in investing in the primary and secondary market, portfolio management skills, financial engineering and analytics.

2. Marketing

Developing a marketing mix then creating a product mix, formulating a promotion mix, marketing research competencies, marketing strategies in the Indian context.

3. HRM

Understanding manpower planning techniques, skills in developing job design, understanding of training needs and training methods, skills on behavioural analysis and behavioural change, HR development strategies including motivation, counseling and mentoring.

4. Operations Management

Understanding the newest production oriented benchmarks such six sigma, TQM, BPR etc, skills in advanced project management techniques, advanced maintenance management techniques.

5. Systems

Creating information systems, databases management system, developing a systems management approach, information support for the functional areas of management.

e) Instructional design

i) Curriculum design

The M.B.A programme proposed at SDE is in concurrence with the syllabus offered at University through regular mode. Also, the programme has been approved by the statutory bodies of the University. Further, the University is revising the curriculum and syllabi of its M.B.A programme once in every three years to ensure that the content is updated to reflect current academic knowledge and practice, and also to ensure that the University used provide the best learning experiences possible for students. Academic staff and experts in the area of Management propose changes in the curriculum and syllabi at the curriculum and syllabus revision workshop generally convened at least six months before the due date of curriculum and syllabus revision. Major changes are then submitted to the Board of Studies of Management (Pass) of the University for Final Approval. As part of curriculum design, the curriculum and syllabus revision workshop considers curriculum analysis of social needs, translating the needs into course, splitting the objectives into specific objectives, grouping the specific objectives into subjects, deriving the subjects from the classification, specifying enabling objectives, unitising each subject matter, specification of required time and syllabus formulation.

ii) Programme details (syllabus)

I SEMESTER

MGT 101	Principles and practice of Management	25	75	100
MGT 102	Managerial Economics	25	75	100
MGT 103	Business Communication and soft skills	25	75	100
MGT 104	Accounting for Managers	25	75	100
MGT 105	Organisational Behaviour	25	75	100
MGT 106	Quantitative Techniques	25	75	100

MGT 107	Business Environment and Ethics	25	75	100

(CA- Continuous Assessment in Marks, ESA- End Semester Assessment in Marks, Total in Marks)

II SEMESTER

CODE	SUBJECT	CA	ESA	TOTAL
MGT 201	Business Law	25	75	100
MGT 202	Operations Research	25	75	100
MGT 203	Human Resources Management	25	75	100
MGT 204	Marketing Management	25	75	100
MGT 205	Financial Management	25	75	100
MGT 206	Operations Management	25	75	100
MGT 207	Research Methods for Managers	25	75	100
		175	525	700

III SEMESTER

CODE	SUBJECT	CA	ESA	TOTAL
MGT 301	Management Information System and Cyber Security	25	75	100
MGT 302	Environmental Management	25	75	100
MGT 303	Innovation Management	25	75	100
MGT 304	Business Analytics	25	75	100
	Elective –I	25	75	100
	Elective –II	25	75	100
	Elective-III	25	75	100
	Elective-IV	25	75	100
MGT 305	Internship and Comprehensive viva	50	50	100

IV SEMESTER

CODE	SUBJECT	CA	ESA	TOTAL
MGT 401	Strategic Management	25	75	100
	Elective -I	25	75	100
	Elective -II	25	75	100

	Elective –III	25	75	100
MGT 402	Project/ Independent Research Study (IRS)	0	100	100
MGT 403	Comprehensive viva voce	0	100	100
		100	500	600
	Grand Total for all the semesters	700	2200	2900

Note:

The students will have to choose a minimum of three papers each from the two electives of their choice. In the case of papers that are common to two electives, students may decide under which elective that common paper should be considered and accordingly choose another paper from the other elective to make up for the papers required from an elective for dual specialization.

MBA PROGRAMME – ELECTIVES

I HUMAN RESOURCES MANAGEMENT

III Semester

3H1Training and Development

3H2 Organizational Change and Development

3H3 Team Building

3H4 Stress Management and Counseling

3H5 Career Management

3H6 Participation Management

3H7 Performance Management

IV Semester

4H1 Compensation Management

4H2 Industrial Relations and Labour Law

4H3 Global Human Resources Management

4H4 Strategic Human Resources Management

4H5 Managing Diversity in Work Place

II MARKETING MANAGEMENT

III Semester

3M1 Customer Behaviour

3M2 Integrated Marketing Communications (IMC)

3M3 Marketing Research

3M4 Services Marketing

3M5 Product and Brand Management

3M6 Rural Marketing

3M7 Sales and Distribution Management

IV Semester

4M1 International Marketing

4M2 Retail Management

4M3 Strategic Marketing Management

4M4 Logistics and Supply Chain Management

4M5 Digital Marketing

III OPERATIONS MANAGEMENT

III Semester

3OM1 Supply Chain and Logistics Management

3OM2 Six Sigma and TQM

3OM3 Healthcare Management

3OM4 Services Operations Management

3OM5 Facilities and Locations Management

3OM6 Advanced Project Management

3OM7 Advanced Maintenance Management

IV Semester

4OM1 Business Process Reengineering

4OM2 World Class Manufacturing

4OM3 Technology Management and Excellence

4OM4 Strategic Operations Management

4OM5 Innovation Management and New Product Development

IV FINANCIAL MANAGEMENT

III Semester

3F1 Financial Markets and Services

3F2 Project Finance

3F3 Strategic Financial Management

3F4InternationalFinance

3F5 Behavioural Finance

3F6 Personal Finance

3F7 Security Analysis and Portfolio Management

IV Semester

4F Corporate Taxation

4F2 Management Control System

4F3 Financial Derivatives

4F4 Risk Management

4F5 Corporate Restructuring

V SYSTEMSMANAGEMENT

III Semester

3S1 Software Analysis and Design

3S2 Software Engineering

3S3 Software Project Management

3S4 Enterprise Resource Planning

3S5 Simulation for Managers

3S6 Social Media in Business

3S7 E-Business

IV Semester

4S1 Artificial Intelligence – Applications in Business

4S2 Knowledge Management

4S3 e- CRM

4S4 E- Governance

4S5 Business Intelligence and Data Warehousing

iii) Duration of the programme

Four Semesters, two years offered in the month of August

iv) Faculty and support staff requirement

There is one full time faculty member for MBA programme at school of Distance education of the University. There are sufficient number of administrative staff in the SDE in the rank of Deputy Registrar (One), Assistant Registrars (Three), Section Officers (Six), Assistants (18), Computer operators (Four) and Class Four staff (12) for the administrative support. The service of qualified guest teachers approved by the University is used in the preparation of SLM, personal contact programmes (PCP) and conducting evaluation of answer scripts.

v) Instructional delivery mechanism

In addition to provide SLMs prepared in line with the UGC guidelines on preparation of SLMs, students are being offered 15 contact hours per subject in each semester, conducted within four months. The personal contact programmes are being taken using audio visual aids, and students are encouraged to use web resources such as books, notes, videos etc.

vi) Student support service systems at SDE

(a) Information Centre, (b) Library with good collection of books and journals (c) Wi-Fi connectivity, (d) Counselling, (e) Students feedback, (f) Placement cell, (g) Students Grievance Redressal Cell, (g) Alumni Association, (i) Women's Cell, (j) Research Cell, (k)

Post Office , (l) Snack bar and Refreshment Centre, (m) Restrooms, (n) Reprographic centre, (o) Drinking water etc.

f) Procedure for admissions, curriculum transaction and evaluation

i) Admission Procedure

The candidate desirous of pursuing the MBA (Distance Education) Degree programme will have to apply to School of Distance Education in order to qualify for admission. They will have to undergo group discussion (GD) and interview at School of Distance Education. There will be a representative of the University from the Institute of Management in Kerala in the GD and interview and the list needs to be forwarded to the University before the student registers for the I semester examination. The split up of the weightage for the three components shall be as follows:

Admission Criteria	Weightage
Marks obtained in qualifying degree	80
Group Discussion	10
Interview	10
Total	100

The admission should be as per the guidelines of Distance Education Bureau, UGC, Government of India.

ii) Minimum eligibility for admission

Candidates seeking admission to the MBA (Distance Education) programme must have passed the BA/BSc/BCom degree examination of the University of Kerala or one recognized by the University as being equivalent thereto, with not less than 50% marks in the aggregate in part III, and for all other degrees of the University of Kerala, or one recognized by the University as being equivalent thereto, 50% marks in aggregate. For SC/ST students, a mere pass in the qualifying degree is enough. However, those candidates having more than 5 years supervisory experience will be given concession of 3% in their qualifying marks.

Fee Structure

The fee for the course is Rs.41175 /-.Tuition fee is waived for students belonging to eligible categories.

i) Financial assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST department as per the rules laid down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

ii) Programme delivery

The programme is being delivered with the help of SLM and Personal Contact progammes. The SLM is being dispatched to the students during each semester by hand or by post. And,

at the end of each semester assignments are given and the marks are included in the ESE. The use of web-based tools is not in place yet, but steps are being initiated.

iii) Academic calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III & IV Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
III and IV Semester	First week of April	
I and II Semester	Second and Third week of April	

Examination and Result

Regular end semester examination of three hours duration will be conducted for the courses at the end of each semester by the University. The University will issue the semester mark list after each semester examination and final consolidated mark list showing the marks scored in all the four semesters after the successful completion of the MBA (Distance Education) Degree programme.

For each course, the end semester examination will carry 80 marks while the internal assessment will be done for 20 marks. Thus the total marks for each subject shall be 100 marks. The components of internal assessment and the marks for each will be as follows:

Assignments/case analysis	15marks
Seminars and discussions	10marks
TOTAL	**25marks**

If a student has shortage of attendance in a particular course, he/she will be allowed to repeat the course once to make up for the shortfall in the attendance. There will be no provision for improving the marks scored in the end-semester examination. Semester examinations for MBA (Distance Education) degree course for each course shall be conducted only once in a year. Candidates for MBA (Distance Education) programme shall be eligible to undergo the

course of study in the next semester and take the examinations of that semester, irrespective of the results of the examination of the previous semester provided they have completed all the formalities of attendance, payment of all fee due to the university, and registration for examination in the earlier semester. A candidate who has failed in any course, however, shall be given a maximum of two additional chances for securing a pass in that course.

Students pursuing MBA programme through the distance education mode will have to undertake a mini project after the completion of second semester and before the start of the third semester. The project should be application oriented based on a contemporary theme and should provide ample scope for applying the knowledge acquired by the student in research methods and quantitative tools during the first two semesters. The criteria for evaluation will be as detailed below:

External Evaluation 50 marks (by the University)

Criteria	Marks
Final Report	30
Mini project viva-voce	20
TOTAL MARKS	50

Internal evaluation 50 marks (by SDE)

Criteria	Marks
Application of concepts learnt	10
Analysis and use of quantitative tools	10
Oral presentation	30
TOTAL MARKS	50

Time-limit for the Completion of Programme

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

Classification of Successful Candidates

A candidate who secures not less than 50% in the end-semester examination subject to a minimum of 50% of the aggregate of internal assessment and end-semester examination together will be declared to have passed the examination.

The division of pass will be based on the aggregate marks of all the continuous assessments and university examinations in the four semesters put together. Candidates who have secured 50% marks and above but below 60% of total marks for all the courses in the four semesters shall be declared to have passed in second class. Candidates who have secured 60% marks and above but below 75% of total marks for all the courses in the four semesters shall be declared to have passed in first class, and

Candidates who obtain 75% marks and above of the total marks for all the courses in the four semesters in first attempt shall be declared to have passed in first class with distinction.

Project Report

During the fourth semester, every student of MBA (Distance Education) programme is required to undertake a project of a problem centered nature under the guidance and supervision of a member of the faculty and the report on the same has to be submitted before the commencement of the fourth semester university examination. The contact hours required for the completion of the project is notionally fixed at 160 hours distributed over a continuous period of two months. Students shall be deputed for the project work immediately after the completion of the fourth semester class work. Those who would like to undertake independent research study need to get the title approved by the supervisor and the same be undertaken under the close supervision of the supervisor at the institution concerned and will have to maintain attendance at the department. The project work and report will be evaluated for 200 marks. There will be external evaluation for the project and report. The external evaluation for 100 marks will be conducted by examiners duly appointed by the University for the purpose. Out of the total 200 marks, 100 marks will be awarded for viva-voce and 100 marks for the report. In case if a candidate fails in the project report evaluation, he/she will be allowed to attend the viva voce with the same project report next year. In case if the candidate fails to pass in that attempt, he/she will have to repeat the project work.

Comprehensive Viva-voce

There will be a comprehensive viva-voce at the end of the fourth semester carrying 100 marks. The University will constitute a Board of Examiners for conducting both the project viva- voce and the comprehensive viva-voce. Students securing less than 50 marks in the comprehensive viva-voce will have to repeat the same during the next year. Such students will be given a total of three chances to clear the same.

g) Requirement of the laboratory support and library resources

Computer Lab is not mandatory for M.B.A except systems elective. The SDE has a separate Library with more than 28,000 books. There is a separate section in the library for Commerce and Management discipline with more than 4000 books. Library automation is done using LibSoft software which facilitates all in-house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

h) Cost estimate of the programme and the provisions

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for MBA programme (300 students)
01	Pay and Allowance	435.00	985900

02	Contact classes and evaluation	80.00	307450
03	Course materials	100.00	134400
04	Advertisement charges	25.00	33600
05	Postage and telephone	7.4	9800
06	Books and Periodicals	3.5	4550
07	Miscellaneous	9.95	13300
	Total	660.85	1389000
	Provisions (6%)		83340
	Total		1472340 Cost per student/ year=Rs.4908

i) Quality assurance mechanism and expected programme outcomes

Quality in monitored through a continuous assessment system. The program is divided into courses and each course with an end semester examination for 75% of weightage. The remaining 25% is assigned for assignment and seminars and discussions (15 marks for assignment and 10 marks for seminars and discussions)

Assignment topics are based on topics of contemporary relevance and cases drawn from real life situations in the Industry.

The distance learning program would be monitored continuously by fulltime faculty in management available under school of distance education. The faculty members will continuously interact with students on strengthening the learning process. Each student will work on a project which would be guided by the faculty of management under school of distance education.

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

DIRECTOR
School of Distance Education
University of Kerala, Kariavattom
Thiruvananthapuram - 695 581

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UNIVERSITY OF KERALA

UNIVERSITY OF KERALA
School of Distance Education

Master of Library and Information Science (M.L.I.Sc)
PROGRAMME PROJECT REPORT

1. University of Kerala

The University of Kerala is a State university located in Thiruvananthapuram, the capital city Kerala. University of Kerala is the first University in the State, originally established as the University of Travancore in 1937 and is the 16th oldest University of the country. The present territorial jurisdiction of the University extends to the revenue districts of Thiruvananthapuram, Kollam, Alapuzha and Pathanamthitta. The University of Kerala is offering courses in regular as well as distance mode. In regular mode the University offers wide range of programmes at the undergraduate, post graduate, MPhil, doctoral levels, post graduate diploma, diploma and certificate levels. In distance mode the University offers 13 UG and 13 PG programmes. The University of Kerala has undergone immense transformation on various fronts during the last 80 years. The University has been recognized by the UGC as per UGC Act, 1956 under Section 2(f) and 12 (b) and has been reaccredited by NAAC with A grade in 2015. University also bagged the First Chancellor's Award for the Best University in Kerala in 2015. There are at present 223 affiliated colleges and 82 research centres under the University and have 42 teaching and research departments (under 11 schools), 10 teacher education centres, 7 UIMs and 17 UITs. There are at present 149 faculty members of which 30 are Professors, 35 Associate Professors and 84 Assistant Professors under its 42 teaching and research departments. In addition, there are 54 guest faculty members and 10 visiting faculty members working in the departments. Among the teaching faculty members 160 are PhD degree holders. 1492 administrative staff and 30 technical staff are also working in the University.

2. The School of Distance Education

The School of Distance Education (SDE), started in 1976 as a teaching and research department of the University of Kerala, is one of the pioneering centres of distance learning in the State. The aims and objectives of the school include:

- Democratizing higher education to large segments of the population, in particular the disadvantaged groups like those living in remote and rural areas, working people, and women.
- Providing an innovative system of university-level education which is both flexible and open in terms of methods, pace of learning, eligibility for enrollment and age of entry.
- Providing an opportunity for up-gradation of skills and qualifications.
- Developing education as a lifelong activity to enable persons to update their knowledge or acquire knowledge in new areas.

University of Kerala is one of the Universities in India having appointed permanent full time teaching faculty members for running the distance education programmes. The SDE has 19 permanent faculty members and 8 full time contract faculty members with diverse academic backgrounds and rich experience in the rank of Professors, Associate Profess ors and Assistant Professors. The school had recognition of the erstwhile Distance Education Council (DEC) for 45 programmes till 2014-15. In line with the efforts of the UGC to stream line the distance learning mode, the SDE also redefined its programmes and got the UGC recognition to offer 13 UG and 13 PG programmes from the academic year 2017-18 onwards. The SDE has no private off campus/learner support centres.

3. Details of the Proposed MLISc Programme

Programme's Mission & Objectives

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education too all, the programme Master of Library and Information Science (M.L.I. Sc) provide a meaningful educational experience that meets current and emerging library, information and technology needs, and prepares students for productive roles in a variety of continually evolving information environments, or to continue their education.

- To acquaint the students with the various aspects of information, knowledge and communication.
- To acquaint the students with the various techniques of information storage and retrieval.
- To give students a detailed knowledge relating to national and international information systems and techniques of designing various types of information system
- To acquaint the students with various facts of information technology and to make them proficient in using the IT devices for the routine operations in a library.
- To equip the students in research methods and research methodology.

Relevance of the Programme with HEI's Mission and Goals

M.L.I.Sc in the distance mode will be a feeder programme for the M.Phil and Ph.D programmes offered by the university, and it follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala. The M.L.I.Sc program in the distance learning mode would have the same curriculum as that of the regular mode and hence would be at par with the regular program of the University.

Nature of Prospective Target Group of Learners

MLISc programme has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges and university departments.

- Graduate in library science pass outs who are seeking higher position at library profession.
- Those who need higher education such as M.Phil and PhD.
- Those who like to be a library professional at various national or international organizations.
- Graduates seeking professional growth.

Understanding the needs of the learners we have structured our learning material and instructional programmes to lead the learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.

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

The M.L.I.Sc programme will see to ensure the following skills and competences in the learners. The M.L.I.Sc programme will see to ensure the following skills and competences in the learners.

1. Understanding Library: Knowledge of the philosophy and techniques of library service

2. IT Skills: The ability to use computer applications.

3. Software Skills: The ability to familiar with library automation softwares. And also understand various digital library softwares.

4. Library Management: The ability to manage all the activities of libraries.

5. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form

6. Research Skills: Acquiring fundamental skills on research methods including data analysis and interpretation.

7. Doing Research: understand and use basic research tools, develop questions and topics worth researching, incorporate research into writing

Instructional Design:

Semester		Course title	Marks (Internal)	Marks (External)	Total
	LISM51	Information Knowledge and Communication	25	75	100
I	LISM52	Information Processing and Retrieval	25	75	100
	LISM53	Information Technology Applications (Theory)	25	75	100
	LISM54	Information Technology Applications (Practical)	25	75	100
	LISM55	Information Systems and Services	25	75	100
		Total			**500**
	LISM56	Information Systems Management	25	75	100
II	LISM57	Research Methodology	25	75	100
	LISM58	Dissertation and Viva-voce examination	-	75+25	100
	LISM59	Technical communication	25	75	100
	LISM510	Statistical methods	25	75	100
		Total			**500**

Procedure for admissions, curriculum transaction and evaluation:

Application for admissions is received online. Eligibility for admission to M.L.I.Sc is a pass in B.L.I.Sc degree of any other university recognized as equivalent thereto.

The curriculum is transacted in distance mode with the help of SLMs and contact classes. Evaluation is continuous. 25 marks set apart for internal assessment for each paper. These 25 marks are apportioned as 5 marks for attendance, 10 marks for test papers and assignments' and 10 marks for seminar presentation. The terminal examination in each paper is of three hours duration and carries 75 marks. Again, 75 marks set apart for dissertation and 25 marks for viva-voce.

Fee structure: Rs 9775/- for entire programme.

Academic Calendar

ADMISSION	
Admission Notification	First week of June

Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III & IV Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
III and IV Semester	First week of April	
I and II Semester	Second and Third week of April	

Financial Assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST department as per the rules lay down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

Requirement of the Laboratory Support and Library Resources

Students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity. The SDE has a separate Library facility.

Cost Estimate of the programme and the Provisions (Base 2019-20)

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for MLISC programme (100 students)
01	Pay and Allowance	435.00	360000
02	Contact classes and evaluation	80.00	15350
03	Course materials	100.00	19240
04	Advertisement charges	25.00	4800
05	Postage and telephone	7.4	1423
06	Books and Periodicals	3.5	673
07	Miscellaneous	9.95	1914
	Total	660.85	403400
	Provisions (6%)		24204
	Total		427604 Cost per student/ year=Rs.4276

Quality Assurance Mechanism

Quality in monitored through a continuous assessment system. The program is divided into

courses and each course with an end semester examination for 75% of weightage. The remaining 25% is assigned 5 for attendance, 10 for test papers and assignments and 10 marks for seminar presentation. The distance learning program would be monitored continuously by fulltime faculty in Library and information Science available under school of distance education. The faculty members will continuously interact with students on strengthening the learning process.

Expected Programme Outcome

Towards the end of the programme, students will be able to:

- Develop the capacity to maintain a full-fledged library.
- Motivate the awareness of library
- Eligible for higher studies in library science
- Develop an understanding of various library management tools
- Eligible for applying national and international jobs in Libraries
- Develop self-confidence and awareness of general issues prevailing in the society
- Use library digital management system
- Process information by effective use of IT tools

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

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1308
28 DEC 2019

UNIVERSITY OF KERALA

(Abstract)

School of Distance Education – Programme Project Reports and Self Learning Materials w.e.f 2020-21- approved - Orders issued.

ACADEMIC A. II. SECTION

No. Ac. A II /2/25/2017 Thiruvananthapuram, Dated : 28.12.2019.

Read :- 1. U.O of even number dated 26.10.2017.
2. Note dated 23.12.2019 from the Director, School of Distance Education, University of Kerala.

ORDER

The Programme Project Reports and Self Learning Materials of 26 programmes offered through School of Distance Education were approved during 2018-19 as per paper read (1) above.

The Director, School of Distance Education, vide paper read as (2) submitted the Programme Project Reports and Self Learning Materials of 26 programmes for approval w.e.f 2020-21.

1.	Bachelor of Arts (Economics)	14.	Master of Arts (Economics)
2.	Bachelor of Arts (English)	15.	Master of Arts (English)
3.	Bachelor of Arts (Hindi)	16.	Master of Arts (Hindi)
4.	Bachelor of Arts (History)	17.	Master of Arts (History)
5.	Bachelor of Arts (Malayalam)	18.	Master of Arts (Malayalam)
6.	Bachelor of Arts (Political Science)	19.	Master of Arts (Political Science)
7.	Bachelor of Arts (Sociology)	20.	Master of Arts (Sociology)
8.	Bachelor of Science (Computer Science)	21.	Master of Science (Computer Science)
9.	Bachelor of Science (Mathematics)	22.	Master of Science (Mathematics)
10.	Bachelor of Computer Applications (B.C.A)	23.	Master of Arts (Public Administration)
11.	Bachelor of Commerce (B.Com.)	24.	Master of Commerce (Finance) (M.Com.)
12.	Bachelor of Library and Information Science (B.LISc.)	25.	Master of Library and Information Science (M.LISc.)
13.	Bachelor of Business Administration (B.B.A)	26.	Master of Business Administration (M.B.A)

Sanction has been accorded by the Vice Chancellor to the Programme Project Report (PPR) and Self Learning Material (SLM) of 26 programmes offered through School of Distance Education with effect from the academic year 2020-21.

Orders are issued accordingly.

Sd/-
DR. P. RAGHAVAN
JOINT REGISTRAR (Academic)
For REGISTRAR

Copy To:-
1. The PS to VC / PVC
2. PA to Registrar/ CE / FO
3. The Director, SDE / IQAC / Computer centre
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SECTION OFFICER

School of Distance Education

UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

Phone: 0471-2300137

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മലയാളം

കോർ കോഴ്സ് – I

നോവൽ ചരിത്രവും പാഠവും

School of Distance Education
University of Kerala,
Palayam
Thiruvananthapuram - 695 034

ഒന്നാം വർഷ ബി. എ.

മലയാളം

കോർ കോഴ്സ് – I

നോവൽ ചരിത്രവും പാഠവും

Prepared & Edited by

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മൊഡ്യൂൾ ഒന്ന്

ആദ്യകാല നോവലുകൾ

മൊഡ്യൂൾ രണ്ട്

നവോത്ഥാന നോവലുകൾ

മൊഡ്യൂൾ : മൂന്ന്

ആധുനിക നോവലുകൾ

ആനന്ദിന്റെ മരണസർട്ടിഫിക്കറ്റ്

മൊഡ്യൂൾ : നാല്

ഉത്തരാധുനിക നോവലുകൾ

വി ജെ ജെയിംസിന്റെ ചോരശാസ്ത്രം

School of Distance Education

UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

Phone: 0471-2300137

Semester - 1

Foundation Course 1 for BA/BSc

PERSPECTIVES ON CONTEMPORARY ISSUES

School of Distance Education
University of Kerala, Palayam
Thiruvananthapuram - 695034

Semester - 1

Foundation Course 1 for BA/BSc

PERSPECTIVES ON CONTEMPORARY ISSUES: EN 1121

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SEMESTER I

FIRST DEGREE PROGRAMME IN ENGLISH (CBCS System)

Foundation Course 1 for BA/BSc

PERSPECTIVES ON CONTEMPORARY ISSUES: EN 1121

No. of credits: 2

AIMS

1. To sensitize students to the major issues in the society and the world.
2. To encourage them to read literary pieces critically.

OBJECTIVES

On completion of the course, the students should be able to

1. have an overall understanding of some of the major issues in the contemporary world.
2. respond empathetically to the issues of the society.
3. read literary texts critically.

COURSE OUTLINE

Module I: Human Rights

(1) "Grim Realities, Hopeful Hues" – V. R. Krishna Iyer.

(2) "Poverty is the Greatest Threat" – N. R. Madhava Menon.

(3) "The Little Black Boy" – William Blake

Module II: The Gender Question

(4) "Violence against Women" – Gail Omvedt

(5) "The Goddess of Revenge" – Lalithambika Antharjanam

(6) "Nani" – Kamala Das

Module III: Globalisation

(7) "Lessons for Sustainable and Beneficial Coexistence" – Christabell P.J

(8) "Going Local" – Helena Norberg-Hodge

(9) "Freedom" – Balachandran Chullikkad

Module IV: Alcohol and Drug Abuse

(10) "The Bane of Alcoholism" – Adithi .N

(11) "Substance Use Disorders in Children and Adolescents"- Ajeesh P.R

(12) "The Alcoholic at Dawn" – Jeet Thayil

COURSE MATERIAL

Modules 1 - 4

Core reading: *Perspectives on Contemporary Issues*. ed. Vinita Sinha. Emerald Publishers 2016. social implications of substance abuse.

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UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

Phone: 0471-2300137

B.A. Hindi
(Complementary)

Semester - I

Course Code: HN 1131

Complementary Course - I

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University of Kerala, Kariavattom
Thiruvananthapuram - 695 581

REGISTRAR
I/c CHARGE

UNIVERSITY OF KERALA
THIRUVANANTHAPURAM

Women Literature in Hindi

School of Distance Education
University of Kerala,
Palayam, Thiruvananthapuram

B.A. Hindi
(Complementary)

Semester - I

Course Code: HN 1131

Complementary Course - I

Women Literature in Hindi

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Kup 1086/2018-19

भाग – 1

महिला कहानी लेखन

1.0. भूमिका

1.1. महिला कथा लेखन की परंपरा

1.2. सज़ा' – मन्नू भण्डारी

1.3. कितना बड़ा झूठ' – उषा प्रियंवदा

1.4. लाक्षागृह' – चित्रा मुद्गल

1.5. इक्कीसवीं सदी का लड़का' – क्षमा शर्मा

1.6. 'कुरजाँ' – मनीषा कुलश्रेष्ठ

1.7. 'फूल' – नीलाक्षी सिंह

भाग – 2

महिला कविता लेखन

2.1. महिला कविता लेखन – परंपरा

2.2. मुरझाया फूल' – महादेवी वर्मा

2.3. मेरा जीवन' – सुभद्राकुमारी चौहान

2.4. 'एकलव्य' – कीर्ती चौधरी

2.5. 'शोकगीत' – कात्यायनी

2.6. 'देशप्रेम' – अनामिका

2.7. 'ढाबा' – नीलेश रघुवंशी

School of
Distance Education

UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695034 Phone: 0471-2300137

FIRST YEAR B.A. DEGREE HISTORY

HY 1141 METHODOLOGY AND PERSPECTIVES OF SOCIAL SCIENCES

School of Distance Education
University of Kerala
Palayam
Thiruvananthapuram-695034

Self Learning Materials (SLM)
FIRST YEAR B.A. DEGREE

HY 1141 METHODOLOGY AND PERSPECTIVES OF SOCIAL SCIENCES

Prepared & Edited by
Smt. Adabiya H.
Assistant Professor of History
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kup 202/2017-'18 1000

Syllabus

HY 1141
Core 1 **Semester I**
Credits-4

METHODOLOGY AND PERSPECTIVES OF SOCIAL SCIENCES

Aims and Objectives

- The course intends to familiarize the students with the broad contours of Social Sciences and its methodology
- To familiarize the main concerns of Social Science disciplines
- To articulate the basic terminologies and theories prevalent in concerned disciplines
- Critically read popular and periodical literature from a Social Science perspective

Module I

History Its Nature and Practice

a) What is History – Definitions- Carr – Karl Marx- Carlyle – Croce.

b) Problems in the construction of history – Nationality and Bias – Objectivity – Plagiarism.

c) Methodology of historians – D.D.Kosambi –R.C.Majumdar – Romila Thapar – Irfan Habib – Ranajith Guha – Ramachandra Guha.

d) History and Social Sciences – need for interdisciplinary approach.

Module II

Introduction to Social Sciences

Social Sciences – its emergence and nature – relevance of the Social Science in understanding and solving contemporary problems – Discussions of basic principles and concepts

Module III

Objectivity in Social Sciences

Limits of Social Sciences and its practice – Sociology-Economics -Political Science –secular, communal and racial issues

Module IV

Understanding Social Structure

Caste, Class, Gender – Marxist and other sociological perspectives

Essential Readings:

1. Elgin Hunt, Social Science: *An Introduction to the Study of Society*, Allyn & Bacon, 2008. (Chapter: Social Science and its Methods).
2. John Perry, Contemporary Society -*An Introduction to Social Sciences*, Allyn & Bacon, 2009. (Chapter: Through the Lens of Science).
3. Donatella Della Porta & Micheal Keating, *Approaches and Methodologies in Social Sciences*; Pluralistic

Perspective, Cambridge University Press, Delhi, 2008.

4. Sujata Patel, (et al), ed, *Thinking Social Science in India*, Sage Publication, New Delhi, 2002.
5. M.N.Srinivas, *Caste in India and Other Essays*, Asia Publishing House, 1962.
6 M.N.Srinivas, *Social Transition in Modern India*, Orient Longman, New Delhi, 2003.
7. B.Sheik Ali, *History: Its Theory and Method*, Macmillan Publication, New Delhi, 1980.
8. E.Sreedharan, A Textbook of Historiography, Orient Longman, 2003.

Gail Omvedt, *Dalits and Democratic Revolutions, Dr.Ambedkar and Dalit Movements in Colonial India*, Sage Publications New Delhi, 1994.

♠♠♠

Module I

History Its Nature and Practice

Contents

Introduction
Objectives
Meaning and Definition of History
Definition of E.H Carr
Definition of Benedetto Croce
Definition of Thomas Carlyle
Definition of Karl Marx
Problems in the Construction of History
Bias and Historical Objectivity
Plagiarism
Methodology of Historians
D.D. Kosambi
Nationalist Historiography
R.C Majumdar
Romila Thapar
Irfan Habib
Subaltern Studies
Ranajith Guha
Ramachandra Guha
History and Social Sciences
History and Political Science
History and Economics
History and Sociology
History and Ethics
History and Psychology
History and Geography
Need for Inter-disciplinary Approach

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Development in the middle ages

Development in the early modern period

Nineteenth century Developments

Twentieth Century Developments

Nature of Social Science

Relevance of the Social Science in understanding and solving contemporary problems

Basic Principles Social Science

History

Archaeology

Geography

Political Science

Sociology

Economics

Basic Concepts of Social Science

History

Geography

Economics

Political Science

Module - III

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Objectivity in Political Science

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Understanding Social Structure

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Rural Society
Economically Backward Country
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Diversified Languages
Racial Diversity
Caste
Existence of Communalism
Regionalism
Tradition
Lack of Free Movement
Caste System in India
Origin of Caste System
Theories of Caste System
Characteristics of Caste system in India
Functions of Caste system in India
Merits of the Caste System
Demerits of Caste System
Future of Caste system in India
Varna System
4.5.1 Varna in Classical Literature
Class System
Definition of Class
Characteristics of class system
Gender
Gender Inequality in India

School of Distance Education

UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

B. A. Political Science

First Semester

Core Course I: PS 1141

Methodology and Perspectives of Social Sciences

School of Distance Education
University of Kerala,
Palayam
Thiruvananthapuram - 695034

Self Learning Material (SLM)

BA Political Science

Semester I

Core Course I:

PS 1141: Methodology and Perspectives of Social Sciences

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SYLLABUS

Semester I: Core Course I

PS 1141: Methodology and Perspectives of Social Sciences

Aim of the Course

The course intends to familiarize the students with the broad contours of Social Sciences and their methodology.

Objectives of the course

1. Identify the main concerns of Social Science disciplines.
2. Articulate the basic terminology and theories prevalent across disciplines.
3. Understand qualitative and quantitative models within the Social Sciences.
4. To learn to apply the methods and theories of Social Science to contemporary issues.
5. Critically read popular and periodical literature from a Social Science perspective.

MODULE I

Unit 1

Introduction to Social Sciences

Definition

Emergence of Social Sciences

Problem Solving Nature of Social Sciences

(An analysis of the disciplines that make up the Social Sciences with particular emphasis on their interrelationships. A study of source materials and library techniques as well as methods employed by social scientists. Relevance of the Social Sciences in understanding and solving contemporary problems at the regional, national and global levels. Discussion of basic principles and concepts - Basic epistemology of Social Sciences).

Unit 2

Interdisciplinary Approach in Social Sciences – Relevance

Interdisciplinary Perspectives

Areas of Inter-relationships and Divergences

MODULE – II

Unit 3

Research Design

Meaning and Structure of Research Design

Unit 4

Objectivity in Social Sciences

Challenges of Objectivity

Bias as a Limitation

Problem of Selection of Tools and Techniques

The Question of Research Ethics and Plagiarism

MODULE 1

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Introduction to Social Sciences

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1.2 Objectives
1.3 The Social Sciences
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    1.6.4 The Symbolic Interaction Theory Approach
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    1.7.1 Discovery of Facts and their Interpretation on Social Mysteries
    1.7.2 Diagnosis of Problems and their Analysis Lead to Appropriate Remedial Actions
    1.7.3 Systematization of Knowledge
    1.7.4 Control over Social Phenomena
    1.7.5 Prediction and Ensures Order among Social Facts
    1.7.6 Development Planning
    1.7.7 Social Welfare
1.8 Summary
1.9 Glossary
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1.11 Model Questions
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Unit 2

Inter-disciplinary Approach in Social Sciences – Relevance

Inter-disciplinary Perspectives

Areas of Inter-relationships and Divergences

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- 2.3.1 The Meaning of Discipline
- 2.3.2 The Meaning of Inter-disciplinary Approach

2.4 Relevance of Inter-disciplinary Approach

2.5 Inter-disciplinary Perspectives in Social Sciences

- 2.5.1 Areas of Inter-relationships and Divergences

2.6 Summary

2.7 Glossary

2.8 Further/Suggested readings

2.9 Model Questions

2.10 References

MODULE II

Unit 3

Research Design

Meaning and Structure of Research Design

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3.3 Meaning of Research Design
3.4 Need of a Research Design
3.5 Essentials of a Good Research Design
3.6 The Structure/Contents of a Research Design
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- 3.7.1 Design for Experimental Research
- 3.7.2 Design for Descriptive Research
- 3.7.3 Design for Explanatory or Causal Research
- 3.7.4 Design for Exploratory Research
- 3.7.5 Survey Research Design
- 3.7.6 Case Study Design
- 3.7.7 Evaluation Research
- 3.7.8 Action Research

3.8 Summary
3.9 Glossary
3.10 Further/Suggested Readings
3.11 Model Questions
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Unit 4

Objectivity in Social Sciences
Challenges of Objectivity - Bias as a Limitation
Problem of Selection of Tools and Techniques
The Question of Research Ethics and Plagiarism

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4.2 Objectives
4.3 Scientific Method and Objectivity
4.4 Objectivity in Social Sciences
4.5 Challenges of Objectivity
  4.5.1 Factors Affecting Objectivity
  4.5.2 Bias as a Major Limitation
  4.5.3 Achieving Reasonable Objectivity in Social Science Research
  4.5.4 The Importance of Values
4.6 Selection of Tools and Techniques
  4.6.1 Problem of Selection of Tools and Techniques
4.7 The Question of Research Ethics
  4.7.1 Ethical Issues of Research Sponsorship
  4.7.2 Approval of Access to Data
  4.7.3 Ethical Issues Relating to the Respondents/Subjects
  4.7.4 Ethical Dilemmas or Benefits of Research
4.8 Plagiarism
4.9 Summary
4.10 Glossary
4.11 Further/Suggested Readings
4.12 Model Questions
4.13 References

School of

Distance Education

UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

Phone: 0471-2300137

First Degree Programme

B. A.

SOCIOLOGY

First Semester

SG 1141

Introduction to Social Sciences

Module : I – IV

School of Distance Education
University of Kerala
Palayam
Thiruvananthapuram

Self-Learning Material (SLM)

B A SOCIOLOGY

Semester I

SG 1141 INTRODUCTION TO SOCIAL SCIENCES

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Syllabus

SG 1141 INTRODUCTION TO SOCIAL SCIENCES

Aim of the Course

The course intends to familiarize the students with the emergence of Sociology as a discipline, key sociological concepts and the significance of sociology

Objectives:

- Develop an understanding of historical roots of Social Science
- To create an awareness on the various concepts of sociology and its methods.
- To identify the relevance of Sociology as a discipline and its application

MODULE I: Social Science and its Methods

Social science – Social world seen through the lens of science , Steps in scientific methods and its applications, The method of social science, Common sense in social sciences, Objectivity – Problem of objectivity in Social Sciences.

MODULE II: Historical Roots of Social Sciences and Sociology

Socio-Political Background of Sociology-Period of Renaissance, Enlightenment, from philosophy to social science, Basic epistemology of Social Sciences. Emergence of Sociology as a Discipline, Sociology and its relation with other sciences- Anthropology, Economics, Political Science, History, Psychology and Law

MODULE III: Introduction to Sociology

Sociology – definition, aims, subject matter and scope. Basic concepts Society, Community, Association, Institutions, Social groups, Status and role, Culture, Social control, Social change, Structure and function, Norms and values.

MODULE IV: Significance of Sociology in contemporary society

Applied Sociology, Sociology and social problems, Sociology and social policy sociology and development, Public Sociology

MODULE – I

SOCIAL SCIENCE AND ITS METHODS

Unit - 1

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I.1.2 Objectives

I.1.3 The social science - *Social world seen through the lens of science*

I.1.4 Steps in scientific methods and its applications

I.1.5 The method of social science

I.1.6 Common sense in social sciences

I.1.7 Objectivity – problems of objectivity

I.1.8 Conclusion

I.1.9 Reference and Further readings

I.1.10 Self check questions

I.1.11Space for note

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- II.1.3.1 Period of renaissance
- II.1.3.2 The scientific revolutionary
- II.1.3.3 Period of enlightenment

II.1.4 Emergence of sociology from philosophy

- II.1.4.1 Social thoughts
- II.1.4.2 Intellectual roots of social thought
- II.1.4.3 The concept of new social science
- II.1.4.4 Need for a new social science
- II.1.4.5 Stages of the development of sociology

II.1.5 Basic epistemology of social sciences

II.1.6 Emergence of sociology as a discipline

II.1.7 Sociology and its relation with other social sciences

- II.1.7.1 Sociology and history
- II.1.7.2 Sociology and political sciences
- II.1.7.3 Sociology and anthropology
- II.1.7.4 Sociology and psychology
- II.1.7.5 Sociology and economics
- II.1.7.6 Sociology and law

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II.1.9 Reference and further readings

II.1.10 Self check questions

II. 1.11Space for note

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INTRODUCTION TO SOCIOLOGY

Unit 1

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III.2.6Association

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III.2.8 Structure and function

III.2.9 Status and role

III.2.10 Culture

III.2.11 Social change

III.2.12Social control

III.2.13 Norms and values

III.2.14 Conclusion

III.2.15 Self check questions

III.2.16 Reference & Further readings

III.2.17 Space for note

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IV. 1.6 Sociology and development

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IV. 1.8 Conclusion

IV. 1.9 Reference and further readings

IV. 1.10 Self check questions

IV. 1.11Space for note

School of

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UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

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B.A. Economics
Semester I

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THIRUVANANTHAPURAM

Methodology and Perspectives of Social Sciences

School of Distance Education
University of Kerala,
Palayam, Thiruvananthapuram

B.A. Economics

Semester I

Core I
Methodology and Perspectives of Social Sciences

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Module – I

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1.4 Social Sciences

1.4.1 Basic Features of Social Science

1.5 Important Social Science Disciplines

1.6 Need for Interdisciplinary Approach

1.7 Relation of Social Science with other Fields of Knowledge

1.8 Objectivity and Subjectivity in Social Science

1.8.1 Objectivity

1.8.2 Subjectivity

1.8.3 Factors Affecting Objectivity

1.8.4 Limits to Objectivity in Social Science

1.9 Conclusions

1.10 Self Check Questions

Module – II

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- 2.3.1 Meaning and Definitions of Economics
- 2.3.2 Nature and Scope of Economics
- 2.3.3 Subject Matter of Economics

2.4 Economics –a Science or Art

- 2.4.1 Normative and Positive Economics

2.5 Economic Theory and Economic Laws

- 2.5.1 Economic Laws
- 2.5.2 Nature of Economic Laws
- 2.5.3 Type of Economic Laws
- 2.5.4 Economic Theorizing

2.6 Uses of Theories

- 2.6.1 Attributes of a Good Theory
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- 2.8 Criticisms of Assumptions in Economics
- 2.9 Conclusion

2.10 Self Check Questions

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4.7 The Concept of Equilibrium

4.8 Tools of Economic Analysis

4.9 Conclusion

4.10 Self Check Questions

Module – III

Unit 5

MAJOR SCHOOLS OF ECONOMIC THOUGHT-1

Contents

5.1 Introduction

5.2 Objectives

5.3 Importance of Studying Schools of Economic Thought

5.4 Mercantilism

5.4.1 Mercantalist Doctrine

5.5 Physiocracy

5.6 The Classical School

5.6.1 Basic Postulates of Classical Economic Thought

5.6.2 Major Theoretical Contributions of Classical School

5.7 Conclusion

5.8 Self Check Questions

MAJOR SCHOOLS OF ECONOMIC THOUGHT-2

Contents

6.1 Introduction

6.2 Objectives

6.3 The Marxian Economic Thought

6.3.1 Marx's Theory of History - Dialectical Materialism

6.4 The Neoclassical School

6.5 Keynesianism

6.6. Keynes and Classicals a Comparison

6.7 Monetarism

6.8 Conclusion

6.9 Self Check Questions

Module - IV

Unit 7

RESEARCH METHODOLOGY&TYPES OF RESEARCH

Contents

7.1 Introduction

7.2 Objectives

7.3 What is Research

7.4 Objectives of Research

7.5 Types of Research

- 7.5.1 Pure/ Basic/ Fundamental / Research
- 7.5.2 Applied Research
- 7.5.3 Descriptive Research
- 7.5.4 Analytical Research
- 7.5.5 Empirical Research
- 7.5.6 Qualitative and Quantitative Research
- 7.5.7 Conceptual Research
- 7.5.8 Historical Research
- 7.5.9 Experimental Research
- 7.5.10 Action Research

7.6 Various Steps in Research

7.7 Conclusion

7.8 Self Check Questions

Unit 8

RESEARCH METHODOLOGY-DATA

Contents

8.1 Introduction

8.2 Objectives

8.3 What is Data?

8.3.1 Primary Data and Secondary Data

8.4 Primary Data

8.4.1 Advantages and Disadvantages of Primary Data

8.4.2 Methods of Collecting Primary Data

8.5 Secondary Data

8.5.1 Advantages of Secondary Data

8.5.2 Disadvantages of Secondary Data

8.5.3 Sources of Secondary Data

8.6 Schedule and Questionnaire

8.7 Time Series, Cross Sectional and Panel Data

8.8 Conclusions

8.9 Self Check Questions

Unit 9

RESEARCH METHODOLOGY-SAMPLING TECHNIQUES & VARIABLES

Contents

9.1 Introduction

9.2 Objectives

9.3 What is Sampling?

9.3.1 Census versus Sampling

9.4 Why Sampling

9.5 Sampling Methods/Types of Sampling

9.6 Economic Variables

9.6.1 Dependent and Independent Variables

9.6.2 Endogenous and Exogenous Variables

9.6.3 Stock and flow Variables

9.6.4 Extraneous variables

9.6.5 Intervening/Mediating Variables

9.6.6 Dichotomous Variables

9.7 Role of Variables in Social Science Research

9.8 Conclusions

9.9 Self Check Questions

Unit 10

RESEARCH METHODOLOGY-RESEARCH REPORT

Contents

10.1 Introduction
10.2 Objectives
10.3 Research Design
10.4 Conceptualizing Research
10.5 Research Report
10.6 Relevance of Research Report
10.7 Elements of Research Report
10.8 Conclusions
10.9 Self Check Questions

School of Distance Education

UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

Phone: 0471-2300137

B. Com. (SDE)

First Semester

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University of Kerala, Kariavattom
Thiruvananthapuram - 695 581

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UNIVERSITY OF KERALA
THIRUVANANTHAPURAM

Methodology and Perspectives of Commerce Education

School of Distance Education

University of Kerala,

Palayam

Thiruvananthapuram - 695034

B. Com (SDE)
First Semester
Methodology and Perspectives of Commerce Education
(CO 1121)

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Thiruvananthapuram

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University of Kerala

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(133/2017-18, 1000)

SYLLABUS

SEMESTER - I

Foundation Course I:

CO 1121 – METHODOLOGY AND PERSPECTIVES OF BUSINESS EDUCATION

No of institutional hours per week: 4 No of credits: 2

Aim of the course:

To provide the methodology for pursing the teaching learning process with a perspective of higher learning in business education.

Course objective:

1. To understand business and its role in society.
2. To understand entrepreneurship and its heuristics
3. To comprehend the business environment.
4. To enable the students to undertake business activities
5. To provide a holistic, comprehensive and integrated perspective to business education.

Module 1

Economic system and business- meaning of economic system- its functioning – different economic systems and their features- capitalism, socialism, communalism, mixed economies- division of labour- innovation- flow of goods and services, circular flow of income- different forms of business organizations- individual and organized business –family and corporate business. Business for profit, business not for profit and business for non- profit. Business entities – individual, partnerships, co- operatives, trusts , undivided families, joint stock companies- private- public, joint ventures and MNCs etc. –(basic concepts only) (13 hrs)

Module 2

Business and Economic Development- Meaning of economic growth and development- measures of economic development- Role of Business in economic development- company, industry and economy interrelationship- role of public and private sectors, new economic Policy- liberalization- privatization and globalization. Emergence of" managerialism". (a brief study only) (13 hrs)

Module 3

Establishing business- steps in establishing a business- environmental analysis- legal, physical, financial, social, economic, technical etc.- idea generation- procedures and formalities- commencement of business – entrepreneur- individual, group entrepreneurs- entrepreneur- entrepreneurship. Mobilization of financial resources for business – sources of funds- savings

factors affecting savings- loans and advances- equity and preference shares retained earnings and debt etc.- market for raising finance- money market and capital market- lending institutions- banks and non- banking institutions- payment to government – taxes, direct and indirect – state and national levels (a brief study only) (20 hrs)

Module 4

Trained man power for quality enhancement- role of trained manpower for quality at individual , family, organizational and national level- quality of life and quality of work life- the role of human resources management problems in small , medium and large organizations – use of technology in organization- (a brief study only) (13 hrs)

Module 5

Learning business information-Meaning of information – business information – methods and techniques of collecting and learning business information- observation, reading techniques – listening to lectures , note taking –seminars and workshops- student seminars – individual and team presentations- conferences and symposiums- filed studies- case studies and project reports etc. (a brief study only) (13 hrs)

Books recommended

1. Keith Davis and William Frederic.C. Business and Society – management, Public Policy, Ethics, International student Edition McGraw- Hill Book Co New Delhi
2. Peter F.Drucker. Management- Task, Responsibilities, practices Allied publishers Pvt Ltd, Mumbai 3. Peter f . Drucker The Practice of Management, Harper and Row Publishers Inc.NY.
4. N.D Kapoor Business Law Sulthan Chand & Sons
5. Francis Cherunilam, Business Environment - Text and Cases, Himalaya Publishers
6. H.R Machiraju, Indian Financial System, Vikas Publications, New Delhi
7. P Suba Rao, Essentials of HRM, Himalaya publishers New Delhi,
8. Velasqez Business Ethics Eastern Economy edition
9. Nandan H Fundamentals of Entrepreneurship PHI, New Delhi
10. C.B.Gupta, business Organisations and management- Sultan Chand , 8th Edition 2013

MODULE 1

UNIT 1

STRUCTURE OF ECONOMIC SYSTEM

Content Overview

1.1 Introduction

1.2 Learning Objectives

1.3 Objectives and Functions of Economic System

1.4 Different Types of Economic System

- 1.4.1 Capitalism
- 1.4.2 Socialism
- 1.4.3 Mixed Economy
- 1.4.4 Communism

1.5 Division of Labour

- 1.5.1 Forms of Division of Labour

1.6 Innovation

- 1.6.1 Forms of Innovation
- 1.6.2 Benefits of Innovation

1.7 Circular Flow of Income

- 1.7.1 Flow of Goods And Services

1.8 Summary of the Unit

1.9 Glossary

1.10 Self Assessment Question

1.11 Assignment

1.12 Bibilography / References

MODULE-1

UNIT 2

FORMS OF BUSINESS ENTERPRISES

Content Overview

2.1 Introduction

2.2 Learning Objectives

2.3 Forms of Business Enterprises

- 2.3.1 Sole Proprietorship
- 2.3.2 Partnership
- 2.3.3 Co-operative Society
- 2.3.4 Joint Stock Companies

2.4 Summary of The Unit

2.5 Glossary

2.6 Self Assessment Questions

2.7 Assignment

2.8 Bibilography/References

MODULE 1

UNIT 3

SECTORAL ORGANISATIONS OF BUSINESS ENTERPRISES

Content Overview

3.1 Introduction

3.2 Learning Objectives

3.3 Types of Companies

- 3.3.1 Private Company
- 3.3.2 Public Company

3.4 Public Enterprises

3.5 Trust

3.6 Non-profit Organisation

3.7 Joint Ventures

3.8 Multinational Companies

3.9 Contemporary business sector

3.10 Summary of the Unit

3.11 Glossary

3.12 Further Reading

3.13 Self Assessment Questions

3.14 Assignment

3.15 Bibilography/References

MODULE 2

UNIT 1

ROLE OF BUSINESS ECONOMIC DEVELOPMENT

Content Overview

1.1 Introduction
1.2 Learning Objectives
1.3 Business and Society
1.4 Why Business is Important to Society?
1.5 Economic Development
1.6 Difference Between Economic Growth and Economic Development
1.7 Measures of Economic Development
1.8 Types of Business Structures
    1.8.1 Sole Proprietorship
    1.8.2 General Partnership
        1.8.2.1 Limited Partnership
        1.8.2.2 Limited Liability Partnership
        1.8.2.3 Limited Liability Limited Partnership
    1.8.3 Corporation
    1.8.4 Non Profit Organisation
    1.8.5 Trust
    1.8.6 Joint Venture
    1.8.7 Tenants in Common
1.9 Company
1.10 Industry
1.11 Summary of The Unit
1.12 Glossary
1.13 Self Assessment Questions
1.14 Assignment
1.15 Bibilograpy/References

MODULE 2

UNIT 2

NEW ECONOMIC POLICY

Content Overview

2.1 Introduction
2.2 Learning Objectives
2.3 Role of Economy
    2.3.1 Economy According to Type
    2.3.2 Economy According to Sector
2.4 Major Components or Elements of New Economic Policy
    2.4.1 Liberalization
    2.4.2 Privatization
    2.4.3 Globalization
2.5 Impact of Changes in Economic Policy on the Business
2.6 Managerialism
2.7 Summary of The Unit
2.8 Glossary
2.9 Self Assessment Questions
2.10 Assignment
2.11 Bibilograpy/References

MODULE 3

UNIT 1

BUSINESS ANALYSIS

Content Overview

1.1 Introduction
1.2 Learning Objectives
1.3 Steps in Establishing a Business
1.4 Business Analysis
1.4.1 Business Analysis Techniques
1.5 Entrepreneur
1.6 Qualities of a Successful Entrepreneur
1.7 Intrapreneur
1.8 Entrepreneurship
1.9 Summary of the Unit
1.10 Glossary
1.11 Self Assessment Question
1.12 Assignment
1.13 Bibilography / References

MODULE - 3

UNIT 2

SOURCES OF BUSINESS FINANCE

Content Overview

2.1 Introduction
2.2 Learning Objectives
2.3 Sources of Financing for Businesses
    2.3.1 Equity Financing
    2.3.2 Debt Financing
2.4 Difference between Equity Shares and Preference Shares
2.5 Difference between Equity Shares and Debt Capital
2.6 Financial Market
    2.6.1 Components of financial market
2.7 Functions of financial markets
2.8 capital market
2.9 Money market
2.10 Other functions
2.11 Life Insurance Corporation
2.12 Unit Trust of India
2.13 Industrial Finance Corporation of India (IFCI)
2.14 Tax
2.15 Summary of the Unit
2.16 Glossary
2.17 Self Assessment Questions
2.18 Assignment
2.19 Bibilography/References

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MODULE 4

UNIT 1

TRANING AND DEVELOPMENTS

Content Overview

1.1 Introduction

1.2 Learning Objectives

1.3 Quality Enhancement

1.4 Training

1.5 Trained Manpower

1.6 Role of Training for Quality Improvement

1.7 Need for Training

1.8 Importance of Training

1.9 Benefits of Training

1.10 Objectives of Training

1.11 Training Programme Under Different Levels

- 1.11.1 Individual Level
- 1.11.2 Family Level
- 1.11.3 Organizational Level
- 1.11.4 National Level

1.12 Training Programmes

- 1.12.1 Induction Training
- 1.12.2 On-the-job Training
- 1.12.3 In-service Training
- 1.12.4 off-the-job Training

1.13 Effects of Training

1.14 Benefits of Training

1.15 Quality of Training

- 1.15.1 Features of Quality of Life
- 1.15.2 Major Determinants of Quality of Life

1.16 Quality of Work Life

- 1.16.1 Measurement of Qwl

1.16.2 Objectives of Quality of Work Life
1.16.3 Importance of Quality of Work Life
1.16.4 Work -life Balance Benefits to The Organization
1.16.5 Work -life Balance Benefits to The Individual
1.17 Quality Circle
1.18 Summary of The Unit
1.19 Glossary
1.20 Self Assessment Question
1.21 Assignmentbibilography / References

MODULE -4

UNIT 2

HUMAN RESOURCE MANAGEMENT

Content Overview

2.1 Introduction

2.2 Learning Objectives

2.3 Important Objectives Of Human Resource Management

2.4 Hr Issues Of Small And Medium Scale Enterprises

2.5 Management Problems In Large Organization

2.6 Technology

2.7 Importance Of Technology In The Workplace

2.8 Summary Of The Unit

2.9 Glossary

2.10 Self Assessment Question

2.11 Assignment

2.12 Bibilography / References

MODULE 4

UNIT 3

E- COMMERCE AND E- BUSINESS

Content Overview

3.1 Introduction

3.2 Instructional Objectives

3.3 E- Commerce And E- Business

3.4 Definition of E-commerce

3.5. Definition of E-business

3.6 Key Differences Between E-commerce and E-business

3.7 Benefits

3.8 Advantages to Organisation

3.9 Advantages to the Customer

3.10 Advantages to the Society

3.11 Summary of the Unit

3.12 Glossary

3.13 Further Reading

3.14 Self Assessment Question

MODULE 5

UNIT 1

STRUCTURE OF BUSINESS INFORMATION

Content Overview

1.1 Introduction

1.2 Learning Objectives

1.3 Business Information

1.4 Methods and Techniques of Collecting Business Information

1.5 Significance and Importance of Project Report

1.6 Summary of the Unit

1.7 Glossary

1.8 Self Assessment Question

1.9 Assignment

1.10 Bibilography/References

SCHOOL OF DISTANCE EDUCATION

UNIVERSITY OF KERALA

BBA (SDE) SECOND SEMESTER

BM 1242 HUMAN RESOURCE MANAGEMENT

PREPARED BY

Dr. S. JAYADEV

Assistant Professor of Commerce

M.G. College, Thiruvananthapuram

EDITED BY

DR.B.SHAJI

COORDINATOR (BBA)

SDE

CORE COURSE: BM-1242- HUMAN RESOURCE MANAGEMENT

No. of Credits: 4

No. of instructional Hours: 5 Hours per week

Course Objective**:** To acquaint students with the fundamentals of Human Resource Management and the recent developments in Human Resource Management.

Module 1

Introduction- Definition- Scope and significance- Approaches to HRM- Personnel management Vs Human Resource Management- functions of HRM- role of human resource manager- Systems approach to HRM (15hrs)

Module 2

Human Resource Planning (HRP) - Need and importance- process of HRP- Job analysis- Job description- Job design- Recruitment – meaning- sources- Selection- meaning and importance- steps in selection procedure- interview- types of interview- Induction- Placement (20 hrs)

Module 3

Training and Development- meaning- importance- methods of training- Development- objectives- types of management development (15hrs)

Module 4

Performance Appraisal and Compensation- Performance appraisal: meaning nature- objectives- process and methods of performance appraisal- Compensation to employees- Wage System- Incentive wage plan- Profit sharing- Morale- Fringe benefits (20 hrs)

Module 5

Development Initiative- Workers participation in management- Team building- Collective bargaining- Absenteeism and turnover- QWL- Definition- Concepts- Constitution of QWL- Quality circle- Outsourcing (20hrs)

Books Recommended:

1. Gupta ,C.B. Human Resource Management- - Sultan Chand &sons
2. Subba Rao, P Personnel and Human Resource Management —- Himalaya Publishing House
3. Prasad, L.M. Human Resource Management-– Sultan chand&sons
4. Aswathappa, K. Human Resource Management-– McGraw HillEducation

Module 1

Introduction

Sl No.	Unit Contents
1.1	Introduction
1.2	Learning Outcomes
1.3	Human resource management
1.4	Scope and significance Human resource management
1.5	Personnel Management
1.6	Functions of Human Resource Management
1.7	Role of Human Resource Manager
1.8	Systems approach to HRM
1.9	Self assessment questions
1.10	Assignment
	Reference/Bibliography

Module 2

Human Resource Planning

Sl No.	Unit Contents
2.1	Introduction
2.2	Learning Outcomes
2.3	Human Resource Planning
2.4	Need and importance of Human resource Planning
2.5	Process of Human resource Planning
2.6	Job analysis
2.7	Job description
2.8	Job design
2.9	Recruitment
2.10	Selection
2.11	Interview
2.12	Induction
2.13	Placement
	Self assessment questions
	Assignment
	Reference/Bibliography

Module 3

Training and Development

Sl No.	Unit Contents
3.1	Introduction
3.2	Learning Outcomes
3.3	Training and Development
3.4	Importance of Training and Development
3.5	Methods of training
3.6	Development objectives
3.7	Types of management development
	Self assessment questions
	Assignment
	Reference/Bibliography

Module 4

Performance Appraisal and Compensation

Sl No.	Unit Contents
4.1	Introduction
4.2	Learning Outcomes
4.3	Performance Appraisal
4.4	Nature of Performance Appraisal
4.5	Objectives of Performance Appraisal
4.6	Process Performance Appraisal
4.7	Methods of Performance Appraisal
4.8	Compensation to employees
4.9	Types of Compensation to employees
	Self assessment questions
	Assignment
	Reference/Bibliography

Module 5
Development Initiative

Sl No.	Unit Contents
5.1	Introduction
5.2	Learning Outcomes
5.3	Career Development Initiative
5.4	Workers Participation in Management
5.5	Team Building
5.6	Collective Bargaining
5.7	Absenteeism
5.8	Labour Turnover
5.9	Quality of work life
5.10	Constitution of Quality of work life
5.12	Quality Circle
5.13	Outsourcing
	Self assessment questions
	Assignment
	Reference/Bibliography

School of Distance Education

UNIVERSITY OF KERALA THIRUVANANTHAPURAM - 695 034

First Degree Programme in B. Sc. Mathematics

SEMESTER I

Methods of Mathematics

(MM - 1141)

School of Distance Education
University of Kerala,
Palayam
Thiruvananthapuram - 695 034

First Degree Programme in B. Sc. Mathematics

Semester - I

Methods of Mathematics (MM - 1141)

SLM written by

Dr. R. S. Indu
Assistant Professor,
Govt. Engineering College, Barton Hill, Thiruvananthapuram

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Associate Professor,
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UNIVERSITY OF KERALA
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കേരള സർവകലാശാല
തിരുവനന്തപുരം

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Phone: 0471-2300137

First Semester

B. Sc. (Computer Science) [CS 1141] /
Bachelor of Computer Application (BCA) [CP 1141]

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Thiruvananthapuram - 695 581

REGISTRAR
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UNIVERSITY OF KERALA
THIRUVANANTHAPURAM

Paper - 4

Introduction to Programming

School of Distance Education
University of Kerala,
Palayam, Thiruvananthapuram

B. Sc. (CS) / BCA

Introduction to Programming

Prepared by:

Najma Abdul Kalam
Lecturer in Computer Science
School of Distance Education

Edited by:

Krishna S. S.
Lecturer in Computer Science
School of Distance Education

© Director, SDE

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Printed at
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Thiruvananthapuram

Kup 223/2017-18

Module I

Unit 1

Getting Started With Programming

Contents

1.1 Introduction
1.2 Objectives
1.3 Programming
1.4 Algorithm and flowcharts
1.5 Programming Languages
1.6 Language Translators
1.7 Model Questions
1.8 Summary
1.9 Bibliography

Unit - 2

Programming Methodology

Contents

2.1 Introduction to Programming
2.2 Objective
2.3 Top down approach
2.4 Bottom up approach
2.5 C Programming Language
2.6 Model Questions
2.7 Summary
2.8 Bibliography

Unit – 3

Basic Elements of C Programming Language

Contents

3.1 Introduction
3.2 Objectives
3.3 Keyword
3.4 Data Types, Variables and Constants
3.5 Identifiers
3.6 Storage Class
3.7 Model Questions
3.8 Summary
3.9 Bibliography

MODULE II

UNIT - 1

OPERATORS and EXPRESSIONS

Contents

1.1 Introduction
1.2 Objectives
1.3 Operators
1.4 Expressions
1.5 Operator Precedence
1.6 Evaluating Expressions
1.7 Programming Examples
1.8 Model Questions
1.9 Summary
1.10 Bibliography

Unit 2

Control Structures

Contents

2.1 Introduction
2.2 Objectives
2.3 Control Statements
2.4 Programming Examples
2.5 Programming Exercise
2.6 Model Questions
2.7 Summary
2.8 Bibliography

UNIT – 3

ARRAYS

Contents

3.1 Introduction
3.2 Objectives
3.3 Declaring Arrays
3.4 Initializing Arrays
3.5 Accessing Array Elements
3.6 Multidimensional Arrays
3.7 Model Questions
3.8 Summary
3.9 Bibliography

Module III

Unit - 1

Functions and Modular Programming

Contents

1.1 Introduction

1.2 Objectives

1.3 Function declaration, Function call &Function definition

1.4 Parameters

1.5 Library Functions

1.6 User Defined Functions

1.7 Recursive Functions

1.8 Programming Examples

1.9 Model Questions

1.10 Summary

1.11 Bibliography

Unit 2

Pointers and Strings

Contents

2.1 Introduction
2.2 Objectives
2.3 NULL Pointers
2.4 Arithmetic with pointers
2.5 Arrays and Pointers
2.6 Passing Array to function
2.7 Array of Pointers
2.8 Call by Value
2.9 Call by Reference
2.10 Strings
2.11 Library functions for strings
2.12 Wild Pointer
2.13 Dynamic Memory Allocation
2.14 Model Questions
2.15 Summary
2.16 Bibliography

MODULE IV

Unit 1

Structures and Union

Contents

1.1 Introduction
1.2 Declaring a Structure
1.3 Accessing a structure
1.4 Union
1.5 Model Questions
1.6 Summary
1.7 Bibliography

Unit – 2

Files

Contents

2.1 Introduction
2.2 Objectives
2.3 File Handling
2.4 Model Questions
2.5 Summary
2.6 Bibliography

CP 1141/CS1141: INTRODUCTION TO PROGRAMMING

MODEL QUESTION PAPER

PART-A

Answer all questions

1. Explain structure of a C program.
2. What is meant by recursion?
3. What are arrays? How are arrays organized in memory?
4. Write the syntax of structure.
5. Explain the concept of pointers.
6. What is the use of period operator?
7. What is the difference between a while loop and do while loop?
8. Describe the selection constructs in C with suitable examples.
9. What are header files?
10. What are the fundamental data types in C?

(10*2=20 marks)

PART-B

Answer any two questions from each module. Each question carries 10 marks.

Module-1

11. Write a program to check whether a number is prime or not.
12. Write a program to print first n Fibanocii numbers.
13. a) What are arrays? How are they useful in programs?

    b) Write a program to multiply two matrices.

Module-2

14. Write a program to find the sum of digits of given number.
15. Write a program to copy the contents of a file into another.
16. Write short notes on:
    a) Bitwise operators
    b) Library Functions
    c) Pointers

Module III

17. Write a program to sort a set of names.
18. Explain different stages of program development.
19. What are the basic operations entertained in a file? Explain the functions rewind() and fseek ().

School of

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UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

Phone: 0471-2300137

First Semester

Course Title: Introduction to IT

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University of Kerala, Kariavattom
Thiruvananthapuram - 695 581

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B.Sc. Computer Science/Bachelor of Computer Application (BCA)
CS1121 /CP 1121

School of Distance Education
University of Kerala
Palayam
Thiruvananthapuram

B.Sc. Computer Science / BCA

Semester – 1

Introduction to IT

Prepared by:

Liji I. H.
Lecturer in Computer Science
School of Distance Education

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Printed at: Kerala university press, Thiruvananthapuram

Syllabus

Module–I:Computer characteristics: Speed, storage, accuracy, diligence; Digital signals, Binary System, ASCII; Historic Evolution of Computers; Classification of computers: Microcomputer, Minicomputer, mainframes, Supercomputers; Personal computers: Desktop, Laptops, Palmtop, Tablet PC; Hardware & Software; Von Neumann model.

Module–II: Hardware: CPU, Memory, Input devices, output devices. Memory units:

RAM(SDRAM, DDR RAM, RDRAM etc. feature wise comparison only); ROM-different types: Flash memory; Auxiliary storage: Magnetic devices, Optical Devices; Floppy, Hard disk, Memory stick, CD, DVD, CD-Writer; Input devices - keyboard, mouse, scanner, speech input devices, digital camera, Touch screen, Joystick, Optical readers, bar code reader; Output devices: Display device, size and resolution; CRT, LCD; Printers: Dot-matrix, Inkjet, Laser; Plotters, Sound cards & speaker.

Module-III: Software- System software, Application software; concepts of files and folders, Introduction to Operating systems, Different types of operating systems: single user, multitasking, time-sharing multi-user; Booting, POST; Basic features of two GUI operating systems: Windows &Linux (Basic desk top management); Programming Languages, Compiler, Interpreter, Databases; Application softwares: Generic Features of Word processors, Spreadsheets and Presentation softwares; Generic Introduction to Latex for scientific typesetting; Utilities and their use; Computer Viruses & Protection, Free software, open source.

Module–IV: Computer Networks- Connecting computers, Requirements for a network: Server, Workstation, switch, router, network operating systems; Internet: brief history, World Wide Web, Websites, URL, browsers, search engines, search tips; Internet connections: ISP, Dial-up, cable modem, WLL, DSL, leased line; email, email software features (send receive, filter, attach, forward, copy, blind copy); characteristics of web-based systems, Web pages, introduction to HTML.

Unit 1
Introduction to Computer

Contents

1.1 Introduction

1.2 Objectives

1.3 Introduction to Computer

1.3.1 Characteristics of computer

1.4 Digital Signals

1.5 Binary System

1.6 ASCII

1.7 Historic Evolution of Computers

1.8 Generation of computer

1.9 Classification of computers

1.10 Hardware and Software

1.11 Von Neumann model

1.12 Conclusion

1.13 Model questions

1.14 References & Further reading

Unit 2

Computer Hardware

Contents

2.1 Introduction

2.2 Objectives

2.3 Introduction to computer hardware

2.4 Input devices

2.5 Output devices

2.6 Memory Unit

2.6.1 RAM

2.6.2 ROM

2.7 Flash memory

2.8 Auxiliary storage devices

2.9 Conclusion

2.10 Model Questions

2.11 References &Further reading

Unit 3

Computer Software

Contents

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3.2 Objectives

3.3 Introduction to computer software

3.4 Concepts of files and folders

3.5 Conclusion

3.6 Model questions

3.7 References &Further reading

Unit 4

Introduction to Operating System

Contents

4.1 Introduction
4.2 Objectives
4.3 Operating system-introduction
4.4 Types of operating system
4.5 Booting-Definition
4.5.1 Booting sequence
4.5.2 POST
4.6 Conclusion
4.7 Model Questions
4.8 References &Further reading

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GUI Operating Systems

Contents

5.1 Introduction
5.2 Objectives
5.3 GUI operating systems-introduction
5.4 User interfaces
    1. windows operating system
    2. Linux operating system
5.5 Conclusion
5.6 Model Questions
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Unit 6

PROGRAMMING LANGUAGES

Contents

6.1 Introduction
6.2 Objectives
6.3 Introduction to programming languages
6.3.1 Generation of programming languages
6.3.2 Types of programming languages
6.4 Difference between compiler and interpreter
6.5 Introduction to database
6.6 Conclusion
6.7 Model questions
6.8 References &Further reading

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7.1 Introduction
7.2 Objectives
7.3 Introduction to application software
7.4 Generic features of word processors
7.5 Generic features of spreadsheets
7.6 Features of presentation software
7.7 Introduction to Latex
7.8 Utility software
7.9 Computer virus
7.10 Free software
7.11 Open source software
7.12 Conclusion
7.13 Model questions
7.14 References &Further reading

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Computer Network

Contents

8.1 Introduction
8.2 Objectives
8.3 Introduction to computer network
8.4 Requirements for a network
8.5 Network operating systems
8.6 Conclusion
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8.8 References &Further reading

Unit 9

Internet

Contents

9.1 Introduction
9.2 Objectives
9.3 History of internet
9.4 World Wide Web
9.5 URL
9.6 Web browser
9.7 Search engine
9.8 Internet Service Providers
9.9 E mail
9.10 Characteristics of web based systems
9.11 Web page
9.12 HTML
9.13 Conclusion
9.14 Model Questions
9.15 References &Further reading

Model Question Paper

First Semester B.Sc Degree Examination

Course Code: CS 1121/CP1121

INTRODUCTION TO IT

Time :3Hours Max.Marks:80

SECTION –A

Very short answer type

One word to maximum of **one** sentence. Answer **all** questions **(10x1=10 Marks)**

1.Information means ----------data.

2 .----------Consist of instructions that control the computers.

3.Booting means----------.

4.Which is the fastest storage element in a computer?

5.HTTP means----------.

6.What are optical readers?

7.Write the name of a Free Operating System.

8.What is an internet browser?

9.What is Sound card?

10.What is RDRAM?

SECTION B

Short Answer

Answer **any 8** of the following.(**not** to exceed **one paragraph**)

(8x2=16 Marks)

11.What was the contribution of John Von Neumann to the field of computing?

12.What is digital signals?

13.How is EPROM different from PROM?

14.Define Database. (P.T.O)

15.What is a CRT monitor.

16. What is the primary purpose of operating system?

17.What do you mean by 'search engines'? Give examples.

18.What is LAN?

19.What do you mean by open source?

20.Write a notes on digitizers.

21.What is mean by refresh rate of a monitor?

22.What is a router?

SECTION- C

Short essay:

Not to exceed 120 words. Answer **any six** questions. **Each** Question carries **four** marks.

(6x4=24 Marks)

23. Discuss the characteristics of computers.

24. Differentiate between main memory and secondary storages.

25. Write a brief notes on WWW.

26. Compare CRT and LCD monitors.

27. Write a note on features of email software.

28. Explain different types of internet connections.

29. Discuss the use of Latex.

30. Compare CRT and LCD monitors.

31. What are Super Computers? Give an example.

SECTION-D

Long essay:

Answer **any two** questions .Each question carries **15** marks. (2x15=30 Marks)

32.Illustrate the application of computers in any five fields.

33.Write a notes on:

a)internet connections

b)Application Software.

c)E-mail software features.

34. Discuss various Output devices and Input devices.

35.Discuss the classification of operating system in detail.

School of Distance Education

UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

Bachelor of Library and Information Science (B.L.I.Sc)

SEMESTER 1

LIB 43

LIBRARY CLASSIFICATION & CATALOGUING

(Theory)

School of Distance Education
University of Kerala,
Palayalam
Thiruvananthapuram - 695034

Bachelor of library and information Science (B.L.I.Sc)

Semester I

LISB43: Library classification and cataloguing (Theory)

Prepared by:
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Rtd. University Librarian
M G University

Edited By:
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School of Distance Education
University of Kerala

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CONTENTS

MODULE 1

Unit 1 Organization of Knowledge in Libraries

Unit 2 General Theory of Library Classification

Unit 3 Facet analysis and the theoretical basis of Colon Classification

MODULE II

Unit 1 Organization of bibliographic files/Bibliographic Control

Unit 2 Bibliographical record formats

Unit 3 Normative Principles of Cataloguing

SYLLABUS

LISB43: Library Classification and Cataloguing (Theory)

Unit 1. **Organization of Knowledge in libraries:** Role ofLibrary Classification, Purpose and Functions, Over view of major classification schemes – Dewey Decimal classification, Library of Congress Classification, Universal Decimal Classification, Bibliographic classification, Call Number and its functions.

Unit 2. **General Theory of Classification:** The three planes of work, Characteristics, Array, Chain and Filiatory sequence. Principles for helpful sequence, Terminology of classification schemes, Notation and its functions, Qualities of notation – Hospitality, Mnemonics, Types of notation, Notation system of the colon classification.

Unit 3. **Facet Analysis and the theoretical basis of Colon Classification –** Postulatesused in the CC, Facets, Principles of facet sequence, Postulational procedure, Modes of formation of subjects.

Unit 4. **Organization of Bibliographic Files:** Concept of Surrogates, Structure and Functions of bibliographic records, Types of bibliographic files (Catalogues, bibliographies, indexes) and their functions. Functional Requirements of Bibliographic records (FRBR). Library catalogues and their functions, Classified catalogues and Dictionary catalogue.

Unit 5. **Bibliographic record formats:** ISO 2709, MARC 21, CCF, ISBD.

Subject Cataloguing: Purpose and Functions, Chain Procedure, Sears List of Subject Headings, Thesaurus.

Unit 6. **Normative Principles of Cataloguing:** Canons and Principles, Centralised and Co-operative cataloguing, Automation of cataloguing.

MODULE 1

UNIT 1

ORGANIZATION OF KNOWLEDGE IN LIBRARIES

Contents:

1.1. Introductions
1.2. Objectives
1.3. Classification
  1.3.1. Library Classification (subject approach)
  1.3.2. Helpful Arrangement – APUPA pattern
  1.3.3. Classificationist and Classifier
  1.3.4. Basic concepts of Classification
  1.3.5. Qualities of a good classification scheme:
  1.3.6. Need and purpose of Library Classification
1.4. General Schemes of Classification
  1.4.1. Dewey Decimal Classification (DDC)
  1.4.2. The Structure of DDC
  1.4.3. Adding numbers from other parts of the schedule
  1.4.4. Revision of DDC
  1.4.5. Merits & weakness of DDC
1.5. Library of Congress Classification (LCC)
1.6. Universal Decimal Classification (UDC)
  1.6.1. Development of the scheme
  1.6.2. The UDC Consortium
  1.6.3. Organization of UDC
  1.6.4. Synthesis of numbers and use of connecting symbols
  1.6.5. How to classify using UDC
1.7. Bibliographic Classification (BC)
  1.7.1. Outline of Bliss Bibliographic Classification
  1.7.2. Recurring Subclasses (Subclasses that occur along with many main classes)
1.8. Summary
1.9. Self Assessment Questions/ Exercises
1.10. References and Further Reading

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2.1. Introduction

2.2. Objectives

2.3. The three planes of work

- 2.3.1. Idea Plane
- 2.3.2. Verbal Plane
- 2.3.3. Notational Plane

2.4. Principles of Helpful Sequence

- 2.4.1. Principle of Later-in-Time
- 2.4.2. Principle of Later-in-Evolution
- 2.4.3. Principle of Spatial Continuity
- 2.4.4. Principle of Increasing Quantity
- 2.4.5. Principle of Decreasing Quantity
- 2.4.6. Principle of Canonical Sequence
- 2.4.7. Principle of literary Warrant
- 2.4.8. Principle of Increasing Concreteness
- 2.4.9. Principle of Increasing Artificiality

2.5. Basic concepts and terminology of classification

2.6. Notation

- 2.6.1. Qualities of Notational System
- 2.6.2. Need and Purpose of Notation
- 2.6.3. Qualities of Notation

2.7. Summary

2.8. Self Assessment Questions/ Exercises

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3.1. Introduction:

3.2. Objectives

3.3. Little Bit about Ranganathan

3.4. Basic Principles and Characteristics

3.5. Common Isolates

- 3.5.1. Anteriorising Common Isolates
- 3.5.2. Posteriorising Common Isolates (PCI)

3.6. Phase relation

3.7. Devices for the formation and sharpening of isolate ideas

- 3.7.1. Chronological Device (CD)
- 3.7.2. Geographical Device (GD)
- 3.7.3. Subject Device (SD)
- 3.7.4. Alphabetical Device (AD)
- 3.7.5. Enumeration Device (ED)

3.8. Three planes of work

- 3.8.1. Idea plane
- 3.8.2. Verbal plane and
- 3.8.3. Notational plane

3.9. Book Number

3.10. Characteristics of the Universe of Knowledge

3.11. Modes of formation of Subjects

3.12. Summary

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3.14. References and Further Reading

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1.3. Classified Catalogue

1.4. Dictionary Catalogue

1.5. Functions of a library catalog

1.6. Functional Requirements of Bibliographic Records

1.7. Catalogue types

1.8. Concept of Surrogates

1.9. Added entries for all access points

1.10. Bibliographic record – Structure

1.10.1. Types of Bibliographic Files

1.11. Arrangement of Entries in Catalogues

1.12. Types of Bibliographies

1.13. Machine Readable Catalogue – MARC (Computerized Catalogue)

1.14. CATALOGING RULES

1.15. International Standard Bibliographic Description (ISBD)

1.16. Summary

1.17. Self Assessment Questions/ Exercises

1.18 References and Further Reading

MODULE II

UNIT 2

BIBLIOGRAPHICAL RECORD FORMATS

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2.2. Objectives

2.3. Machine Readable Catalogue – MARC (Computerized Catalogue)

2.4. MARC 21

2.5. Common Communication Format (CCF)

2.6. Subject Cataloguing

2.7. Pre-coordinate Indexing Systems based on Authority Files

2.8. Chain Procedure

2.9. Thesaurus Construction

2.9.1. Factors to be considered for constructing a thesauru

2.10. Summary

2.11. Self Assessment Questions/ Exercises

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3.3.1. Normative principles of cataloguing

3.4. Cooperative Cataloguing

3.5. Centralized cataloguing

3.6. Union Catalogue

3.7. Summary

3.8. Self Assessment Questions/ Exercises

3.9. References and Further Reading

School of
Distance Education

UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

REGISTRAR
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DIRECTOR
School of Distance Education
University of Kerala, Kariavattom
Thiruvananthapuram - 695 581

M. A.

English Language and Literature

Semester I

Course I - Chaucer to the Elizabethan Age

School of Distance Education
University of Kerala,
Palayam
Thiruvananthapuram - 695034

M A English Language and Literature

Semester I

Lessons prepared by:

1.	Prologue to the Canterbury Tales	Prof. Santhakumari & Dr. P. P. Ajayakumar
2.	Metaphysical poets	Prof. K. S. Kammath
3.	Prothalamion	Prof. Santhakumari
4.	Bacon's Essays	Prof. V. K. Moothathu
5.	*Utopia*	Prof. G. S. Ramakrishanan
6	Christopher Marlowe: *Dr. Faustus*	Prof. Elsamma Joseph
7	*The Spanish Tragedy*	Prof. E. C. Antony
8.	Philip Sidney: Apology for Poetry	Dr. P. P. Ajayakumar
9.	Sir Patric Spens	Dr. P. P. Ajayakumar

Course I—Chaucer to the Elizabethan Age

Edited By:

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Professor & Coordinator for English, SDE

Copies: 1000 (kup. 440/ 2017-‘ 18)

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University of Kerala

Printed at: Kerala University Press, Thiruvananthapuram

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▪▪▪▪▪▪

School of
Distance Education

UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

M. A. Hindi

First Semester

Course Code: HL 1104

Core Course - 1

भारतीय एवं पाश्चात्य काव्य चिंतन

School of Distance Education
University of Kerala,
Palayam
Thiruvananthapuram - 695034

M A Hindi

(First Semester)

Course Code: HL 1104

Indian and Western Literary Thought

भारतीय एवं पाश्चात्य काव्य चिंतन

Prepared & Edited by:
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भाग – 1

भारतीय काव्य चिंतन

भाग – 1
भारतीय काव्य चिंतन

इकाई-1
साहित्य चिंतन, छंद एवं अलंकार

1.1.0.प्रस्तावना

1.1.1.पाठ का उद्देश्य

1.1.2. काव्य के सिद्धांत एवं परिभाषा

1.1.3.काव्य का प्रयोजन

1.1.4.काव्य के भेद

1.1.5. काव्य के विभिन्न रूप

- **1.1.5.1.** प्रबंध काव्य
- **1.1.5.2.** मुक्तक काव्य
- **1.1.5.3.** मिश्र काव्य

1.1.6 काव्य के तत्व

- **1.1.6.1.** भावतत्व (रागात्मक तत्व)
- **1.1.6.2**. कल्पना तत्व
- **1.1.6.3.** बुद्धि तत्व
- **1.1.6.4.** शैली (कला) तत्व

1.1.7. गद्य साहित्य

- **1.1.7.1.** उपन्यास
  - **1.1.7.1.1.** उपन्यास के प्रमुख तत्व
- **1.1.7.2.** कहानी
  - **1.1.7.2.1** कहानी के प्रमुख तत्व

1.1.7.3. नाटक

1.1.7.3.1. नाटक के प्रमुख तत्व

1.1.7.4. अन्य गद्य विधाएं

1.1.7.4.1. रेखाचित्र

1.1.7.4.2. जीवनी

1.1.7.4.3. आत्मकथा

1.1.7.4.4. यात्रा वृत्तान्त

1.1.8. हिंदी के प्रमुख छंद

1.1.9. हिंदी के प्रमुख अलंकार

1.1.10. शब्द शक्ति

1.1.10.1. अभिधा

1.1.10.2. लक्षणा

1.1.10.3. व्यंजना

1.11. निष्कर्ष

1.12. अभ्यास के लिए कुछ प्रश्न

इकाई-2

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1.2.3 भरत के रससूत्र और इसकी विभिन्न व्याख्याएं

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1.2.3.2 शंकुक- अनुमितिवाद (अनुमानवाद)

1.2.3.3 भट्ट नायक –भुक्तिवाद (भोगवाद)

1.2.3.4 अभिनवगुप्त- अभिव्यक्तिवाद (अभिव्यंजना वाद)

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1.2.6 रीती सिद्धांत -वामन

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1.2.7.1 वक्रोक्ति तथा अन्य काव्य तत्व

1.2.7.2 वक्रोक्ति के भेद

1.2.7.3 वक्रोक्तिवाद और अभिव्यंजनावाद

1.2.8 औचित्य सिद्धांत – क्षेमेन्द्र

1.2.9 अलंकार सिद्धांत - भामह, उद्भट, रुद्रट

1.2.9.1 काव्य में अलंकार का स्थान

1.2.10 निष्कर्ष

1.2.11.अभ्यास के लिए कुछ प्रश्न

इकाई - 3

हिंदी आलोचना

1.3.0 प्रस्तावना

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1.3.2 हिंदी आलोचना का विकास

1.3.3 रामचंद्र शुक्ल

1.3.4 नन्द दुलारे वाजपेयी

1.3.5 रामविलास शर्मा

1.3.6 नामवर सिंह

1.3.7 हज़ारी प्रसाद द्विवेदी

1.3.8 निष्कर्ष

1.3.9.अभ्यास के लिए कुछ प्रश्न

इकाई - 4

हिंदी के प्रसिद्ध छन्द अलंकर

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1.4.2.2 बरवै

1.4.2.3 सोरटा

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1.4.2.5 दोहा

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1.4.4.अभ्यास के लिए कुछ प्रश्न

इकाई - 5

हिंदी के प्रसिद्ध छन्द अलंकर

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1.5.1 पाठ का उद्देश्य

1.5.2 प्रसिद्ध अलंकार

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1.5.2.2 श्लेष

1.5.2.3 उपमा

1.5.2.4 रूपक

1.5.2.5 उत्प्रेक्षा

1.5.3.निष्कर्ष

1.5.4.अभ्यास के लिए कुछ प्रश्न

भाग - II

पाश्चात्य काव्य शास्त्र

भाग - II

पाश्चात्य काव्य शास्त्र

इकाई - 1

अरस्तु और प्लेटो

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2.1.2. प्लेटो

2.1.2.1. कला और अनुकरण

2.1.2.2. समाज में कला का स्थान

2.1.3.अरस्तु

2.1.3.1. काव्य सत्य

2.1.3.2. वरेचन सिद्धान्त (Katharsis)

2.1.3.2.1.विरेचन के तीन अर्थ

2.1.3.2.2.विरेचन सिद्धान्त, रस सिद्धान्त

2.1.4. निष्कर्ष

2.1.5. अभ्यास के लिए कुछ प्रश्न

इकाई - 2

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2.2.2.1. त्रासदी विवेचन

2.2.2.2. त्रासदी के तत्व

2.2.2.2.1.कथानक**(Plot)**

2.2.2.2.1.1. संकलन - त्रय (Three Unities)

2.2.2.2.1.2. कथानक के अनिवार्य गुण

2.2.2.2.1.3. कथानक के अंग

2.2.2.2.2.चरित्र **(Character)**

2.2.2.2.3.पदावली **(Direction)**

2.2.2.2.4.विचारतत्व**(Thought)**

2.2.2.2.5.संगीत **(Melody)**

2.2.2.2.6.दृश्य विधान **(Spectacle)**

2.2.3.त्रासदी और आनंद

2.2.4. निष्कर्ष

2.2.5.अभ्यास के लिए कुछ प्रश्न

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2.3.2 लोंजैनस का औदात्यवाद

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2.3.2.1.1 विषय की गरिमा और विचारों की उदात्तता

2.3.2.1.2 भावों की तीव्रता

2.3.2.1.3 समुचित अलंकार योजना

2.3.2.1.4 उत्कृष्ट भाषा

2.3.2.1.5 गरिमामय रचना विधान

2.3.2.2 औदात्य के बाधक तत्व

2.3.2.3 आभिजात्यवाद, नव आभिजात्यवाद और स्वच्छन्दता वाद

2.3.2.3.1 नव आभिजात्यवाद

2.3.2.3.2 स्वच्छन्तदावाद

2.3.3 कोलरिज और वड्र्सवर्थ

2.3.3.1 कोलरिज

2.3.3.1.1 कल्पना संबंधी विचार

2.3.3.1.2 काव्य शैली

2.3.3.2 वड्र्सवर्थ

2.3.3.2.1 वड्र्सवर्थ के काव्य विषयक विचार

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2.3.4.1 कविता जीवन की आलोचना

2.3.4.2 काव्य विषय

2.3.4.3 काव्य का प्रयोजन

2.3.4.4 आलोचक और आलोचना

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2.3.5.4. कलाकार के साधन

2.3.5.5. सामाजिक के लिए अपेक्षित क्षमताएं

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2.3.6.2. प्रेषणीयता का सिद्धांत (**Theory of communication**)

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2.3.6.4. **काव्यास्वादन की प्रक्रिया** (The process of appreciation of poetry)

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2.5.3. नयी समीक्षा (New criticism)

2.5.4. शैलीविज्ञान (Stylistics)

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2.5.6.उत्तर संरचनावाद (Post structuralism)

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2.5.13. अभ्यास के लिए कुछ प्रश्न

******

School of
Distance Education

UNIVERSITY OF KERALA, PALAYAM CAMPUS, THIRUVANANTHAPURAM - 695 034.

Semester – I

M. A. Malayalam
Language and Literature

കോഴ്സ് I
പ്രാചീനസാഹിത്യം

School of Distance Education
University of Kerala,
Thiruvananthapuram.

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Semester - I

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കോഴ്സ് 1
പ്രാചീനസാഹിത്യം

ഉള്ളടക്കം

1. രാമചരിതം - ഒന്നാം പടലം
2. തിരുനിഴൽമാല - മൂന്നാംഭാഗത്തിലെ മദ്ധ്യാഹ്നവർണ്ണനം
3. ഭാരതമാല - കർണ്ണപർവ്വം - ആദ്യത്തെ 25 പാട്ടുകൾ
4. രാമകഥപ്പാട്ട് - സുന്ദരകാണ്ഡം, സീതാഹനുമൽസംവാദം
5. കൃഷ്ണഗാഥ - വേണുഗാനം (181 വരികൾ)
6. ഉണ്ണിച്ചിരുതേവീചരിതം
7. കോകസന്ദേശം
8. അനന്തപുരവർണ്ണനം
9. ചെറിയച്ചി
10. അംബരീഷോപാഖ്യാനം

രാമചരിതം - ഒന്നാംപടലം

രാമചരിതം - പാട്ടുപ്രസ്ഥാനത്തിലെ ആദികാവ്യം

രാമചരിതത്തിന്റെ കർത്താവ്

രാമചരിതകാലം

രാമചരിതത്തിലെ ഭാഷ

രാമചരിതഭാഷയിലെ പ്രത്യേകതകൾ

കാവ്യഭംഗി : ചില സൂചനകൾ

വ്യാഖ്യാനം

പാട്ട് 1

(2) ചീരാമകവിയുടെ സരസ്വതീവന്ദനം

(3) ചീരാമകവിയുടെ ശ്രീപത്മനാഭസ്തുതി

(4) ചീരാമന്റെ ശ്രീപരമേശ്വരവന്ദനം

(5) ചീരാമകവിയുടെ പാർവ്വതീവന്ദനം

(6) ചീരാമകവി ലക്ഷ്മീദേവിയെസ്തുതിക്കുന്നു.

(7) ചീരാമകവി അന്യദേവതകളെ സ്തുതിക്കുന്നു.

(8) ചീരാമകവി എല്ലാവരുടെയും തുണ അഭ്യർത്ഥിക്കുന്നു

(9) ചീരാമകവിയുടെ പൂർവ്വകവിവന്ദനം

(10) ചീരാമകവിയുടെ വിനയപ്രകടനം

(11) ഹനുമാൻ ശ്രീരാമനോട് മൈഥിലീവൃത്താന്തം പറയുന്നു

തിരുനിഴൽമാല

(മദ്ധ്യാഹ്നവർണ്ണന)

കഥാവസ്തു

ഗ്രന്ഥകാരൻ

തിരുനിഴൽമാലയുടെ കാലം

തിരുനിഴൽമാലയിലെ ഭാഷ

തിരുനിഴൽമാലയുടെ പ്രാധാന്യം

പാഠ്യഭാഗം

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ഭാരതമാല

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നിരണംകവികൾ:

നിരണംകളരി

വെള്ളാങ്ങല്ലൂർ ശങ്കരനും ഭാരതമാലയും

നിരണത്തുരാമൻ

ഭാരതമാല

ഭാരതമാലയുടെ കാലം

കവിതയിൽ വിപ്ലവവഴി

പാട്ടിന്റെ വഴിയിൽ

കാവ്യശില്പം

ഭാഷാപരമായ സവിശേഷതകൾ

പാഠവും വ്യാഖ്യാനവും

കർണ്ണപർവ്വം

പ്രധാന കാവ്യഭാഗങ്ങൾ

രാമകഥപ്പാട്ട്

കവിയും കാലവും

രാമകഥപ്പാട്ട് - സവിശേഷതകൾ

സീതാഹനുമൽസംവാദം

കൃഷ്ണഗാഥ

കവിയും കാലവും

ഇതിവൃത്തം

വേണുഗാനം (181 വരികൾ)

ഉണ്ണിച്ചിരുതേവീചരിതം

മണിപ്രവാളപ്രസ്ഥാനം

ചമ്പുപ്രസ്ഥാനം മലയാളത്തിൽ

കോകസന്ദേശം

സന്ദേശകാവ്യപ്രസ്ഥാനം

കോകസന്ദേശം - പ്രസാധനചരിത്രം

പേരിന്റെ ഔചിത്യം

കവിയും കാലവും

ഇതിവൃത്തം

അനന്തപുര വർണ്ണനം

കഥാവസ്തു

ലഘു വ്യാഖ്യാനം

പത്മനാഭസ്വാമിക്ഷേത്രത്തിന്റെ അന്നത്തെ സ്ഥിതി

ചെറിയച്ചി

അംബരീഷോപാഖ്യാനം

School of
Distance Education

UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

FIRST YEAR M. A. HISTORY
SEMESTER-1

HY214A

BRONZE AGE CIVILIZATIONS (Elective)

HY 213 - KERALA HISTORY -1

School of Distance Education
University of Kerala
Palayam
Thiruvananthapuram

FIRST YEAR M.A HISTORY
SEMESTER-1
HY214A
BRONZE AGE CIVILIZATIONS (Elective)

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School of Distance Education
University of Kerala

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IN SEARCH OF ANTIQUITY

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1.3.4 Restoration and Conservation
1.3.5 Dating techniques
1.3.6 Thermoliminescence (TL)
1.4 Ancient Scripts
1.4.1 Epigraphy
1.4.2 The origin of writing
1.4.3 Writing Materials
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1.5.2 Pithecanthropus
1.5.3 Sinanthropus
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4.8 Economic Condition
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4.8.2 Industry
4.8.3 Commerce

★★★

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MA POLITICAL SCIENCE
SEMESTER I

CORE COURSE III
INDIAN GOVERNMENT AND POLITICS

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M.A. ECONOMICS

SEMESTER-1

EC-214

Quantitative Methods

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M.A Economics

Semester - I

EC – 214

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M. A. SOCIOLOGY

First Semester

SO 2.1.4

SOCIAL RESEARCH METHODS - I

MODULE: I - V

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M. A. PUBLIC ADMINISTRATION (PREVIOUS)

PAPER - I

THEORIES AND CONCEPTS OF PUBLIC ADMINISTRATION (Paper Code PADC 001)

School of Distance Education
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MA PUBLIC ADMINISTRATION (PREVIOUS)

PAPER - I
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PAPER-I

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M.Com. (SEMESTER- I)

SELF-LEARNING MODULE (SLM)

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Research Methodology

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Paper- III: Research Methodology

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School of
Distance Education

UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

Phone: 0471-2300137

M. Sc.
Semester I

Data Structures

School of Distance Education
University of Kerala,
Palayam, Thiruvananthapuram

M. Sc.
Semester 1

Data Structure

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School of
Distance Education

UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

M. Sc. MATHEMATICS

Semester I

Linear Algebra (MM 211)

School of Distance Education
University of Kerala,
Palayam
Thiruvananthapuram - 695034

M. Sc. Mathematics

Semester I

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SCHOOL OF DISTANCE EDUCATION

UNIVERSITY OF KERALA

SECOND SEMESTER MBA (SDE)

SUBJECT CODE: MGT 207

RESEARCH METHODS FOR MANAGERS

Prepared by

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GOVT. COLLEGE, NEDUMANGAD

Edited by

Dr.B.Shaji

Coordinator (MBA)

SDE

MGT 207 RESEARCH METHODS FOR MANAGERS

Objectives: This course will introduce to the student the need to undertake research, the research process and the research reporting.

Unit I-Research: Definition, meaning and research as the application of scientific method, Importance of research in managerial decision making; the Research Process and types of Research, Defining the Research Problem: Problem Formulation and Statement of Research Problem

Unit II-Research Design: Exploratory, Descriptive, Diagnostic/ Conclusive and Experimental Researches - Details and applications, Operational and administrative structure for research, Sampling and Sampling Designs.

Unit III-Methods & Techniques of Data Collection: Observational and other survey methods, Development and designing of tools of data collection, Measurement scales, Measurement of attitudes, Validity and Reliability of the tools of data collection.

Unit IV-Fieldwork in research and data processing, Classification and Tabulation, Analysis and interpretation of Data, Testing of Hypothesis, Parametric and Non-parametric tests, Essential ideas of Multivariate analysis of data, Factor analysis, Discriminant Analysis, Use of Statistical Software Packages.

Unit V-Reporting of Research - Types of Reports - Substance of Reports - Format of Report, Presentation of Reports.

Suggested Readings

1. Wilson, Jonathan, Essentials of Business Research (2010), Sage

2. Alan Bryman& Emma Bell, Business Research Methods (3rd Edn.), Oxford University Press

3. Kothari, C.R., Research Methodology - Methods & Techniques, New Age international.

4. O.R. Krishnaswami& M. Ranganatham, Methodology of Research in Social Sciences, Himalaya Publishing

5. Panneerselvam, Research methodology, Prentice Hall of India

Module 1

Introduction to Research

Sl No.	Unit Contents
	Learning outcomes
1.1	**Research: Definition, meaning**
1.2	**Characteristics of Research**
1.3	**Research as the application of scientific method**
1.4	**Importance of research in managerial decision making.**
1.5	**Application of research in business**
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4.7	**Testing of Hypothesis**
4.8	**Null hypothesis and alternative hypothesis**
4.9	**The level of significance (α-level)**
4.10	**Type I and Type II errors**
4.11	**Two-tailed and One-tailed tests**
4.12	**Steps in Hypothesis Testing**
4.13	**Parametric and Non-parametric tests**
4.14	**Non-parametric or distribution-free tests**
4.15	**Differences Between Parametric and Nonparametric Tests**
4.16	**Essential ideas of Multivariate analysis of data**
4.17	**Factor analysis**
4.18	**Discriminant analysis**
4.19	**Use of Statistical Software Packages**
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	Learning outcomes
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5.4	**Planning of research report writing**
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	Self assessment questions

School of
Distance Education

UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

Phone: 0471-2300137

Master of Library and Information Science

(M.L.I.Sc)

Semester 1

LISM 53

INFORMATION TECHNOLOGY APPLICATIONS

(THEORY)

School of Distance Education
University of Kerala
Palayam
Thiruvananthapuram – 695034

Master of Library and Information Science (M.L.I.Sc)

Semester I

LISM 53:

Information Technology Applications (Theory)

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*****