

**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.

**ACT 17 OF 1974**  
**THE KERALA UNIVERSITYACT, 1974<sup>1</sup>**

*An Act to provide for the reorganisation of the University of Kerala*

Preamble:- WHEREAS, it is expedient to reorganise the University of Kerala with a view to establishing a teaching, residential and affiliating University for the southern districts of the State of Kerala;

BE it enacted in the Twenty-fifth Year of the Republic of India as follows:

**CHAPTER I**  
**Preliminary**

1 *Short title and commencement* :- (1) This Act may be called the Kerala University Act, 1974. It shall come into force on such date as the Government may by notification in the Gazette, appoint :

Provided that different dates may be appointed for different provisions of this Act and any reference in any such provision to the commencement of this Act shall be construed as a reference to the coming into force of that provision.

2. *Definitions* :- In this Act, unless the context otherwise requires :-

- (1) "Academic Council" means the Academic Council of the University ;
- (2) "affiliated college" means a college affiliated to the University in accordance with the provisions of this Act and the Statutes and in which instruction is provided in accordance with the provisions of the Statutes, Ordinances and Regulations;
- (3) "annual meeting" means one of the ordinary meetings of the Senate held every year under sub-section (1) of section 20 and declared by the Statutes to be the annual meeting of the Senate;
- (4) "Appellate Tribunal" means the Appellate Tribunal constituted under sub-section (1) of section 65;

Received the assent of the Governor on the 26th day of July, 1974 and published in the Kerala Gazette Extraordinary No. 568 dated 27th July, 1974.

- (5) "Board of Studies" means a Board of Studies of the University;
- (6) "Chancellor" means the Chancellor of the University;
- (7) "college" means an institution maintained by, or affiliated to the University in which instruction is provided in accordance with the provisions of the Statutes, Ordinances and Regulations;
- (8) "department" means a department designated as such by the Ordinances or Regulations with reference to a subject or group of subjects;
- (9) "educational agency" means any person or body of persons who or which establishes and maintains a private college or more than one private college;
- (10) "faculty" means a faculty of the University;
- (11) "Government college" means a college maintained by the Government and affiliated to the University;
- (12) "hostel" means a unit of residence for the students of the University or the colleges or institutions maintained by, or affiliated to, the University in accordance with the provisions of this Act, or the Statutes or Ordinances;
- (13) "non-teaching staff" of the University or a college means the employee of the University or that college, other than teachers;

- (14) “prescribed” means prescribed by this Act, or the Statutes, Ordinances, Regulations, rules or bye-laws made there under;
- (15) “principal” means the head of a college;
- (16) “private college” means a college maintained by an educational agency other than the Government of the University and affiliated to the University;
- (17) “Pro-Chancellor” means the Pro Chancellor of the University;
- (18) “Pro-Vice-Chancellor” means the Pro-Vice-Chancellor of the University;
- (19) “recognized institution” means an institution for research or special studies, other than an affiliated college, recognized as such by the University;

<sup>2</sup>[\*\*\*\*\*]

Clause 20 omitted by Act 2 of 2005, w.e.f. 6-1-2005

- (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;]<sup>3</sup>
- (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,

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;

<sup>4</sup>[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;

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

(v) to grant diplomas, certificate or other distinctions to persons who shall have pursued a prescribed course of study under prescribed conditions;

(vi) to withdraw or cancel degrees, titles, diplomas, certificates of other distinctions under conditions that may be prescribed by the Statutes, after giving the person affected a reasonable opportunity to present his case;

(vii) to supervise and control the residence and discipline of students of the university, colleges and recognised institutions and to make arrangements for promoting their health and general welfare;

(viii) to recognize hostels which are maintained by bodies other than the university and to withdraw such recognition;

(ix) to exercise such control over the students as will ensure their physical and moral well-being;

(x) to constitute a Board to entertain and if it thinks fit to adjudicate and to redress any grievances of the students of colleges, who may for any reason be aggrieved otherwise than by an Act of the Court;

<sup>5</sup>[xa) to fix the minimum infrastructural facilities that shall be provided in an unaided college;

(xb) to fix the qualification of teachers and non-teaching staff of an un-aided college.]

(xi) to fix the fees payable to the University and to demand and receive such fees;

(xii) to fix and regulate, with the previous sanction of the Government, the fees payable in colleges and recognized institutions affiliated to the University;

(xiii) with the previous sanction of the Government, to regulate the emoluments and pattern and to prescribe the duties and conditions of service of teachers and non-teaching staff in private colleges;

(xiv) to hold and manage endowments and bursaries and to institute and award, fellowships, scholarships, studentships, medals and prize and to organize exhibitions;

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

- (xv) to institute and provide funds wherever necessary for the maintenance of
    - (a) A Students' Advisory Bureaus;
    - (b) An employment Bureau;
    - (c) A University union for students;
    - (d) University Atheletic Clubs;
    - (e) The National Cadet Corps;
    - (f) the National Service Scheme;
    - (g) University Extension Boards
    - (h) Students' Cultural and Debating Societies;
    - (i) A Translation and Publication Bureau; and
    - (j) Co-operative societies and other similar institutions for promoting the Welfare of students and employees of the University;
  - (xvi) to co-operative with other Universities or any authorities or associations in such manner and for such purposes as the University may determine;
  - (xvii) to do all such other acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the University as a teaching and examining body, and to cultivate and promote arts, science and other branches of learning;
  - (xviii) to take and hold any property, movable or immovable, which may become vested in it for the purpose of the University by purchase, grant, testamentary disposition or otherwise and to grant, demise, alienate or otherwise dispose of all or any of the properties belonging to the University and also to do all other acts incidental or appertaining to a body corporate;
  - (xix) to direct, manage and control all immovable and movable properties transferred to the University by the Government;
  - (xx) to co-ordinate, supervise, regulate and control the conduct of teaching and research work in the affiliated colleges and the institution recognized by the University;
  - (xxi) to define the powers and duties of the officers of the University other than the Vice-Chancellor;
  - (xxii) to provide for the inspection of affiliated colleges and to issue such directions as the University may deem fit;
  - (xxiii) to establish, maintain and manage colleges, institutes of research and other institutions of higher studies;
  - (xxiv) to affiliate to itself colleges in accordance with the provisions of this Act, and the Statutes, Ordinances and Regulations and to withdraw affiliations of colleges;
  - (xxv) to institute professorships, readerships, lectureships and any other teaching and research posts required by the University and to appoint persons to such professorships, readerships, lectureships and other teaching and research posts;
  - (xxvi) to establish, maintain and manage hostels;
  - (xxvii) with the previous sanction of the Government as regards the purpose and amount of loan and subject to such conditions as may be specified by the Government as to security and rate of interest, to borrow any sum of money from the Central Government, any other Government, the University Grants Commission or any other incorporated body; and
  - (xxviii) generally to do such other acts as may be required to further the aims and purpose of this Act.
6. *University open to all classes and creeds*:- (1) No person shall, on grounds only of religion, race, caste, sex, descent, place of birth, residence, language, political opinion or any of them, be

ineligible for or discriminated against, in respect of any employment or office under the University or membership of any of the authorities or bodies of the University or admission to any degree or course of study in the University.

Provided that the University may, in consultations with the Government affiliate any college or recognize any institution, exclusively for women either for education, instruction or residence, or reserve for women or members of socially and educationally backward classes or of Scheduled Caste or Scheduled Tribes, places for the purpose of admission as students in any college or institution maintained or controlled by the University.

- (2) In making appointments by direct recruitment to posts in any class or category in each department under the University, or to posts of non-teaching staff in the University, the University shall *mutatis mutandis* observe the provisions of clauses (a), (b) and (c) of rule 14 and rules 15 to 16 and 17 of the Kerala State and Subordinate Service Rules, 1958, as amended from time to time.

### CHAPTER III

#### The Chancellor, Pro-Chancellor and officers of the University

7. *The Chancellor* :- (1) The Governor of Kerala shall, by virtue of his office, be the Chancellor of the University.

(2) The Chancellor shall be the head of the University and shall, when present, preside at meetings of the Senate, and at any convocation of the University.

(3) The Chancellor may, by order in writing, annul any proceeding of any of the authorities of the University which is not in conformity with this Act, the Statutes, the Ordinances, the Regulations, the rules or the bye-laws:

Provided that, before making any such order, the Chancellor shall call upon such authority to show cause why such an order should not be made and consider the cause, if any, shown by such authority within a reasonable time.

(4) The Chancellor shall, when an emergency arises, have the right to suspend or dismiss any of the authorities of the University and to take measures for the interim administration of the University.

(5) Every proposal for the conferment of an honorary degree shall be subject to confirmation by the Chancellor.

(6) An appeal shall lie to the Chancellor against any order of dismissal passed by the Syndicate of the Vice-Chancellor against any person in the service of the University.

(7) An appeal under sub-section (6) shall be filed within sixty days from the date of service of the order of dismissal on the person concerned.

(8) The Chancellor shall before passing any order on an appeal under sub-section (6), refer the matter for advice to a Tribunal appointed by him for the purpose.

(9) The Chancellor shall have power to remove the Vice-Chancellor or the Pro-Vice Chancellor from office by an order in writing on

charges of misappropriation or mismanagement of funds or misbehaviour :

Provided that such charges are proved by an enquiry conducted by a person who is or has been a judge of the High Court or the Supreme Court appointed by the Chancellor for the purpose:

Provided further that the Vice-Chancellor or the Pro-Vice-Chancellor shall not be removed under this section unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

(10) The Chancellor shall have such other powers as may be conferred on him by this Act or the Statutes.

8. *The Pro-Chancellor:-* (1) The Minister for the time being administering the subject of education in the State shall be the Pro-Chancellor of the University.

2) In the absence of the Chancellor or during his Inability to act, the Pro-Chancellor shall exercise all the power and perform all the functions of the Chancellor.

9. *Officers of the University :-* The following shall be the officers of the University, namely:-

(i) the Vice-Chancellor;

(ii) the Pro-Vice-Chancellor;

(iii) the Registrar;

(iv) the Controller of Examinations;

(v) the Finance Officer; and

(vi) such other officers in the service of the University, as may be declared by the Statutes to be officers of the University.

2 *The Vice-Chancellor :-* (1) The Vice-Chancellor shall be appointed by the Chancellor on the unanimous recommendation of a Committee appointed by him consisting of three members, one elected by the Senate, one nominated by the Chairman of the University Grants Commission and the third nominated by the Chancellor. The Chancellor shall appoint one of the members of the Committee to be its Convener. The Committee shall make its recommendation within a period of three months of its appointment.

(2) In case the Committee appointed under sub-section (1) is unable to recommend a name unanimously, the Vice-Chancellor shall be appointed by the Chancellor from among the panel of three names submitted to him by the Committee within the period specified in the preceding sub-section.

(3) In case the Committee fails to make a unanimous recommendation as provided in sub-section (1) or to submit a panel as provided in sub-section (2) each member of the Committee may submit a panel of three names to the Chancellor and the Vice-Chancellor shall be appointed from among the person mentioned in the panels.

(4) Non-submission of the panel under sub-section (3) by any member of the Committee shall not invalidate the appointment of the Vice-Chancellor.

(5) No person who is more than sixty years of age shall be appoint as Vice-Chancellor.

(6) The Vice-Chancellor shall hold office for a term of four years from the date on which he enters upon his office and shall be eligible for reappointment :

Provided that a person shall not be appointed as Vice-Chancellor for more than two terms.

<sup>6</sup>[(7) The remuneration payable to, and the other conditions of service of, the Vice-Chancellor shall be determined by the Chancellor;]

(8) The Vice-Chancellor shall be the principal academic and executive officer of the University.

(9) The Vice-Chancellor shall be the Chairman of the Senate, the Syndicate, the Academic Council, the Students' Council and the Finance Committee and shall be entitled to be present at and to address any meeting of any authority of the University, but shall not be entitled to vote thereat unless he is a member of the authority concerned.

(10) In the event of equality of votes at any meeting of the Senate, the Syndicate or the Academic Council or of any other authority, at which the Vice-Chancellor is the Chairman, he shall have and exercise a casting vote,

Substituted by Act 19 of 1979, w.e.f. 19-5-1979

(11) It shall be duty of the Vice-Chancellor to ensure that the provisions of the Act, the

Statutes, the Ordinances, the Regulations, the rules and the bye-laws are faithfully observed and carried out, and he shall have all powers necessary for this purpose.

(12) The Vice-Chancellor shall have the right of visiting and inspecting colleges and other institutions maintained by, or affiliated to, the University.

(13) If at any time except when the Syndicate or the Academic Council is in session, the Vice-Chancellor is satisfied that an emergency has arisen requiring him to take immediate action involving the exercise of any power vested in the Syndicate or the Academic Council by or under this Act the Vice-Chancellor may take such action as he deems fit, and shall, at the next session of the Syndicate or the Academic Council, as the case may be, report the action taken by him to that authority for such action as it may consider necessary.

(14) Subject to the provisions of the Statutes and the Ordinances, the Vice-Chancellor shall have power to appoint, suspend, dismiss or otherwise punish any member of the establishment of the University below the rank of Deputy Registrar:

Provided that he may delegate any of his powers under this sub-section to the Pro-Vice-Chancellor or the Registrar.

(15) The Vice-Chancellor shall have power to convene meetings of the Senate, the Syndicate, the Academic Council and any other authorities of the University.

<sup>7</sup>(15A) Notwithstanding anything contained in this Act or in the Statutes or Ordinances made or deemed to have been made there under, the Vice-Chancellor may. If he is satisfied that the number of examiners in the panel of examiners approved by the Syndicate for the conduct of an examination is not sufficient for the conduct of the examination and that approval of another panel of examiners by the Syndicate will entail delay in the conduct of such examination, nominate such additional number of examiners as may be necessary for the conduct of such examination.

(15B) Any person nominated by the Vice-Chancellor under sub-section (15A) shall be deemed to be an examiner included in the panel approved by the Syndicate].

Inserted by Act 23 of 1978, w.e.f. 21-4-1978

(16) It shall be the duty of the Vice-Chancellor to see that the proceedings of the University are carried on in accordance with the provisions of this Act, the Statutes, the Ordinance, the Regulations, the rules and the bye-laws and to report to the Chancellor every proceeding which is not in conformity with such provisions.

(17) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Statutes.

(18) In the event of a temporary vacancy occurring in the Office of the Vice-Chancellor, or where the Vice-Chancellor is temporarily absent, the Chancellor shall make necessary arrangements for exercising the powers and performing the duties of the Vice-Chancellor.

(19) In the event of a permanent vacancy occurring in the Office of the Vice-Chancellor, the Chancellor shall initiate action for the appointment of the Vice-Chancellor within one month of the occurrence of the vacancy and pending such appointment make necessary arrangements for exercising the powers and performing the duties of the Vice-Chancellor.

*The Pro-Vice-Chancellor :-* (1) The Chancellor may, if he considers it necessary, appoint a Pro-Vice-Chancellor <sup>8</sup>[\*\*\*\*\*].

(2) No person who is more than fifty-six years of age shall be appointed as Pro-Vice-Chancellor.

(3) The Pro-Vice-Chancellor shall be a whole-time salaried Officer of the University.

(4) The Pro-Vice-Chancellor shall hold Office for a term of four years and shall be eligible for re-appointment.

(5) The salary and other conditions of service of the Pro-Vice-Chancellor shall be determined by the Chancellor.

(6) Subject to the provisions of this Act and the Statutes, Ordinances and Regulations, the powers and functions of the Pro-Vice-Chancellor shall be determined by the Chancellor in consultation with the Vice-Chancellor.

12. *The Registrar:-* (1) The Registrar shall be a whole-time salaried officer of the University and shall be appointed by the Syndicate for such period and on such terms as may be prescribed by the Statutes.

8. Omitted by Act 24 of 1986, w.e.f. 5-10-1984

(2) The Registrar shall exercise such powers and perform such duties as may be prescribed by the Statutes.

(3) Suits by or against the University shall be instituted by or against the Registrar.

13. *The Controller Examinations :-* (1) The Controller of Examinations shall be a whole-time salaried officer of the University and shall be appointed by the Syndicate for such period and on such terms as may be prescribed by the Statutes.

(2) The Controller of Examinations shall exercise such powers and perform such duties as may be prescribed by the Statutes.

14. *The Finance Officer :-* (1) The Finance Officer shall be a whole-time salaried officer of the University and shall be appointed by the Syndicate for such period and on such terms as may be prescribed by the Statutes.

(2) The Finance Officer shall exercise such powers and perform such duties as may be prescribed by the Statutes.

15. *Appointments to be notified:-* The appointments of the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar, the Controller of Examinations and the Finance Officer shall be notified in the Gazette.

## CHAPTER IV

### Authorities of the University

16. *Authorities of the University :-* The following shall be authorities of the University, namely:-

- (i) the Senate;
- (ii) the Syndicate;
- (iii) the Academic Council;
- (iv) the Faculties;
- (v) the Board of Studies;
- (vi) the Students' Council;

(vii) the Finance Committee; and

(viii) Such other Boards or bodies of the University as may be declared by the Statutes to be authorities of the University.

17. *Senate :-* The Senate shall consist of the following members, namely:-  
Ex-officio members

- (1) The Chancellor

- (2) The Pro-Chancellor
- (3) The Vice-Chancellor
- (4) The Pro-Vice-Chancellor
- (5) The Finance Secretary to Government or an officer not below the rank of Joint Secretary nominated by him.
- (6) The Director of Public Instruction.
- (7) The Director of Collegiate Education
- 9[(8) The Secretary to government or the Additional Secretary to Government, General Education Department, to be nominated by the Government.
- (9) The Secretary to Government or the Additional Secretary to Government, Higher Education Department, to be nominated by the Government.

<sup>10</sup>[(9a) The Secretary to Government, Information Technology Department or an officer of the Information Technology Department not below the rank of Joint Secretary, nominated by him.]

- (10) The Director of Technical Education
- (11) The Chairman, State Advisory Board of Education
- (12) The Mayor of Thiruvananthapuram
- (13) Seven Heads of University Departments who are not otherwise members of the Senate, to be nominated in the order of seniority by the Chancellor by rotation.
- (14) Four Deans of the Faculties of the University who are not otherwise members of the Senate, to be nominate in the order of seniority by the Chancellor by rotation.
- (15) The Chairman of the University Union.

#### Elected Members

- (1) Seven Principals elected from among themselves, of whom two shall be from among Principals of Government Colleges, one from

9 Substituted by Act 19 of 1979, w.e.f. 19-5-1979 10 Inserted by Act 9 of 2001, w.e.f. 14-9-2001

among Principles of Professional Colleges and one from among Principals of junior Colleges.

<sup>11</sup>[\*\*\*\*\*]

- (3) Six members elected by the members of the Legislative Assembly of Kerala from among the members representing electroate of the University area, of whom one shall be a member of a Scheduled Caste.
- (4) Three members elected by the Teachers of the University from among themselves.
- (5) Five members elected by the Teachers of the government Colleges from among themselves.
- (6) Sixteen members elected by the Teachers of private Colleges from among themselves.
- (7) One member elected by the members of the Local Authorities of each District in the University area from among their themselves.

(8) Two members elected by the registered Trade Unions in the University area designated by Statutes, from among their members.

(9) One member elected by the members of the non-teaching staff of the University from among themselves.

(10) Three members elected by the members of the non-teaching staff of the affiliated Colleges from among themselves of whom one shall be a members of the non-teaching staff of a Government Colleges

(11) Four members elected by the Managers of the Private Colleges in the University area from among themselves.

(12) Ten members elected by the Members of the General Council of the University Union from among full-time students, of whom one shall be a post-graduate student, one shall be a research Scholar, one shall be the student of a professional college and one shall be a lady student.

#### Life Members

Persons who were life members of the Senate of the Kerala University immediately before the commencement of this Act shall be deemed to be life members of the Senate under this Act.

Item 2 omitted by Act 2 of 2005, w.e.f. 6-1-2005

#### Other Members

(1) Two Headmasters of High Schools and two Teachers of Schools, situated within the University area, nominated by Chancellor.

(2) Not more than nine members nominate by the Chancellor representing (i) recognized Research Institutions; (ii) recognized Cultural Associations, (iii) Chambers of Commerce, (iv) Industries; (v) Authors; (vi) Journalists; (vii) Lawyers; (viii) Sports and (ix) Linguistic minorities.

(3) Four students nominated by the Chancellor, one having outstanding academic ability in humanities, one having outstanding ability in Science, one having outstanding ability in sports and one having outstanding ability in fine arts.

[(4) Not more than four experts nominated by the Government from the fields of Information Technology and Bio-technology]<sup>12</sup>

18. *Reconstitution of the Senate*:- (1) The Senate shall be reconstituted every four years.

(2) The term of Office of any member referred to in items (13) and (14) under the heading "Ex-officio Members" in section 17 shall be two years from the date of his nomination.

(3) Every member of Senate, other then ex-officio and lifemembers, shall subject to the provisions of this Act and the Statutes, hold office until the next reconstitution of the Senate:

Provided that no member nominated or elected in his capacity as a member of a particular Body or as the holder of a particular office shall hold office for a longer period than three months after he has ceased to be such member or holder of such office, unless in the meanwhile he again becomes a member of that electorate:

Provided Further that where an elected or nominated member of the Senate is appointed temporarily to any office, by virtue of which he is entitled to be a member of the Senate *ex-officio*, he shall, by notice in writing signed by him and communicated to the Vice-Chancellor within seven days from the date of his taking charge of his appointment, choose whether he will continue to be a

Inserted by Act 9 of 2001, w.e.f. 14-9-2001

member of the Senate by virtue of his election or nomination or whether he will vacate office as such member and become a member *ex-officio* by virtue of his appointment, and such choice shall be final:

Provided also that the term of office of a member referred to in item (12) under the heading

“Elected members” in section 17 or a member referred to in item (3) under the heading “Other Members” in that section shall be one year from the date of his election or nomination, as the case may be.

<sup>13</sup> [(3A) Notwithstanding anything contained in the first proviso to subsection (3), a Principal elected under item (1), or a teacher of a Government college elected under item (5), or a teacher of a private college elected under item (6), or a member of the non-teaching staff of an affiliated college elected under item (10), under the heading “Elected Members” in section 17 shall not cease to be a member of the Senate merely on the ground

(a) that he has been transferred to an educational institution within the State, situated beyond the territorial limits of the University; or

(b) that the college of which he is the Principal or in which he is a teacher or a member of non-teaching staff has been transferred to another University; or

(c) in the case of a teacher, that he has been promoted as Principal.

<sup>14</sup> [(3B) Notwithstanding anything contained in this Act or in the Statutes, no person elected under item (2) under the heading “Elected Members” in section 17 shall not cease to be a member of the Senate merely on the ground that he has cease to be employed or normally resident within the territorial limits of the University.]

(4) On failure of a member to make the choice under the second proviso to sub-section (3), he shall be deemed to have vacated his office as an elected or nominated member.

(5) When a person ceases to be a member of the Senate, he shall cease to be a member of any of the authorities of the University of which he may happen to be a member by virtue of his membership of the Senate.

13 Inserted by Act 23 of 1977, w.e.f. 1-2-1976 14 Inserted by Act 23 of 1979, w.e.f. 27-10-1979

19. *Powers and functions of the Senate* :- (1) The Senate shall be the supreme authority of the University and shall have the power to review the action of the Syndicate and the Academic Council save where the Syndicate or the Academic Council has acted in accordance with the powers conferred upon it under this Act, the Statutes, the Ordinances or the Regulations, and shall exercise all the powers of the University not otherwise provided for by this Act or the Statutes:

Provided that if any question arises as to whether the Syndicate or the Academic Council has acted in accordance with such powers as aforesaid or not, the question shall be decided by the Chancellor and his decision shall be final.

(2) Save as otherwise expressly provided in this Act, the Senate shall have the following powers, namely:

(a) to determine what degrees, diplomas and other academic distinctions shall have the following powers, namely:

(b) to make, amend or repeal Statutes either of its own motion or on the motion of the Syndicate;

(c) to cancel or amend by a majority of the total membership of the Senate and by a majority of not less than two-third of the members present and voting, any Ordinance passed by the Syndicate or any Regulation passed by the Academic Council:

Provided that no Regulation shall be cancelled or amended by the Senate without giving the Academic Council an opportunity to state its opinion on the proposed cancellation or amendment;

(d) to institute fellowships, scholarships, studentships, bursaries, medals and prize and organize exhibitions in accordance with the provisions of this Act and the Statutes, Ordinances and Regulations;

(e) to institute professorships, readerships, lectureships, and such other teaching or research posts as it may deem necessary;

- (f) to establish and maintain such institutions, as it may from time to time deem necessary;
- (g) to prescribe with the previous concurrence of the Government the terms and conditions of service of the employees of the University;
- (h) with the previous concurrence of the Government, to regulate the emoluments and prescribe the duties and conditions of service of teachers and non-teaching staff in private colleges;
- (i) to review and take such action as it may deem fit on the annual report and the annual accounts of the University which shall be placed before it by the Syndicate and to consider and pass the budget according to the provisions of the Statutes;
- (j) to cancel any degree, diploma title or any other distinction granted to any person in accordance with the provisions of the Statutes;
- (k) to appoint committees and to delegate to them such functions of the Senate as it may deem fit;
- (l) to make Statutes regulating the method of election to the authorities of the University, the procedure at the meetings of the Senate, the Syndicate and other authorities of the University and the quorum of members required for the transaction of business by the authorities of the University other than the Senate;
- (m) to recommend to the Government the recognition of any local area within the University area as a University Centre;
- (n) to co-operate with other Universities and other authorities in such manner and for such purposes as it may determine;
- (o) to exercise such other powers and perform such other functions as may be assigned to it by this Act and the Statutes.

20. *Meeting of the Senate*:- (1) The Senate shall meet at least once in four months on dates to be fixed by the Vice-Chancellor, and one of such meetings shall be called the annual meeting.
- (2) One-fifth of the total number of members of the Senate shall be the quorum for a meeting of the Senate:

Provided that such quorum shall not be required for a Convocation of the University or a meeting of the Senate held for the purpose of conferring degrees, titles, diplomas or other distinctions.

- (3) The Vice-Chancellor may, whenever he thinks fit and shall, within thirty days of the receipt of a requisition in writing signed by not less than one-fourth of the total number of members of Senate convene a special meeting of the Senate.
- (4) When a special meeting is convened on requisition, no subject other than that shown in the requisition shall be considered at the meeting.

21. *The Syndicate* :- The Syndicate shall be the Chief Executive body of the University and shall consist of the following members, namely:-

Ex-officio Members

- (a) The Vice-Chancellor
- (b) The Pro-Vice-Chancellor
- (c) The Secretary to government, Higher Education or an officer not below the rank of a Joint Secretary nominated by him
- (d) The Director of Public Instruction <sup>15</sup> [(e) The Director of Collegiate Education.] <sup>16</sup> [(f) The Secretary to Government, Information Technology

Department or an officer of the Information technology Department not below the rank of a Joint Secretary, nominated by him.]

Other members

(a) <sup>17</sup>[Thirteen members] elected by the Senate from among themselves, of whom (i) <sup>18</sup>[seven shall be persons who are not teachers, of whom one shall be a person belonging to a Scheduled caste or a Scheduled Tribe.] (ii) two shall be Principals of first grade colleges, of whom one shall be the principal of a Government college, and (iii) four shall be teachers who are not Principals, of whom one shall be a University teacher and one shall be a teacher of a Government College.

(b) One member elected by the Senate from among the members referred to

(i) in item (15) under the heading “*Ex-officio Members*”;

(ii) in item (12) under the heading Elected, and

(iii) in item (3) under the heading “*Other Members*”; in section 17.

15 Inserted by Act 19 of 1979, w.e.f.  
19-5-1979

16 Inserted by Act 9 of 2001, w.e.f.  
14-9-2001

17 Substituted by Act 16 of 1990,  
w.e.f. 26-4-1990

18 Substituted by Act 16 of 1990,  
w.e.f. 26-4-1990

<sup>19</sup>[(c)The members referred to in item (4) under the heading “*Other members*” in section 17, nominated by Government]

22. *Term of office of members of Syndicate* : <sup>20</sup>(1) Members of the Syndicate other than ex-officio members, shall hold office for a term of four year [from the date of their election or nomination, as the case may be]<sup>21</sup>

Provided that no person elected in his capacity as a member of a particular body or as the holder of a particular office shall be a member of the Syndicate for a longer period than three months after he has ceased to be such member or holder of such officer unless in the mean - while he again becomes a member of that electorate or the holder of that office :

Provided further that the member referred to in item (b) under the heading “*Other Members*” in section 21 shall hold office for a Period of one year from the date of his election or till he ceases to be a member of the Senate, whichever is earlier:

<sup>22</sup>[Provided also that the term of the Syndicate shall be coterminus with the term of the Senate.]

Provided also that no person other than an *ex-officio* member shall be eligible to hold office for more than two terms in succession.

<sup>23</sup>[(2) Notwithstanding anything contained in the first Provision to sub-section (i), a member of the Syndicate referred to in sub item (ii) of item (a) under the heading “*Other Members*” in section 21, or referred to in sub-item (iii) of that item who is a teacher of a private college or a Government college, shall not cease to be such member merely on the ground that :-

(a) he had been transferred to an educational institution within the State, situated beyond the territorial limits of the University; or

(b) the college of which he is the principal or in which he is a teacher or a member of the non-teaching staff has been transferred to another University; or

(c) In the case of a teacher, he has been promoted as principal.]

19 Inserted by Act 9 of 2001, w.e.f.

14-9-2001

20 Renumbered by Act 23 of 1977,  
w.e.f. 1-2-1976

21 Substituted by Act 9 of 2001,  
w.e.f. 14-9-2001

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

23 Inserted by Act 23 of 1977, w.e.f.  
1-2-1976

23. *Powers of Syndicate* :- Subject to the provisions of this Act and the Statutes, the executive powers of the University including the general superintendence and control over the institutions of the University shall be vested in the Syndicate and subject likewise the Syndicate shall have the following powers, namely:-

(i) to affiliate institutions in accordance with the terms and conditions of such affiliation prescribed in this Act and the statutes;

(ii) to make Ordinances and to amend or repeal the same;

(iii) to propose Statutes for the consideration of the Senate;

(iv) to hold, control and administer the properties and funds of the University;

(v) to direct the form, custody and use of the common seal of the University;

(vi) to arrange for an direct the inspection of colleges, hostels and other insitutions and to constitute a Board of Inspection for that purpose;

(vii) to establish, maintain and manage colleges and institutes of research and other institutions of higher learning as it may from time to time deem necessary;

(viii) to appoint teachers and other employees of the University and prescribe their duties;

(ix) to create administrative, ministerial and other necessary posts;

(x) to suspend, discharge, dismiss or otherwise take any disciplinary action against teachers and other employees of the University after giving them reasonable opportunity to defend their position;

(xi) with the previous sanction of the Government, to fix and regulate the fee payable by students in colleges affiliated to the University;

(xii) to award fellowships, scholarships, studentships, bursaries, medals and prizes;

(xiii) to exercise supervision and control over the residence and discipline of students;

(xiv) to consider to financial estimate of the University and submit them to the Senate in accordance with provisions of the Statutes made in this behalf;

(xv) to conduct University Examinations and approve and publish the results thereof;

(xvi) to appoint members to the Boards of Studies;

(xvii) to approve panel of examiners and to fix their remuneration;

(xviii) to approve the appointment of teachers in private colleges:

(xix) to delegate any of its powers to the Vice-Chancellor or to a committee appointed from among its members;

- (xx) to arrange for and direct the investigation into the affairs of private colleges, to issue instructions for maintaining their efficiency, for ensuring proper conditions of employment of members of their staff and payment of adequate salaries to them, and in case of disregard of such instructions to modify the conditions of affiliation or recognition or take such other steps as it deems proper in that behalf;
- (xxi) to withhold or cancel the result of any candidate at any University examination;
- (xxii) to accept endowments, bequests, donations and transfers of any movable and immovable properties to the University on its behalf, provided that all such endowments, bequests, donations and transfer shall be reported to the Senate at its next meetings;
- (xxiii) to exercise the powers of the University under clause (xxvii) of section 5;
- (xxiv) to exercise such other powers and perform such other duties as may be prescribed by this Act, the Statutes, the Ordinances, the

Rules, the bye-laws and the orders.

[23A. *Special power of the Syndicate*:- Notwithstanding any thing contained in this Act, the Syndicate shall exercise all the powers and perform all the functions of the Senate except the power of review under sub-section (1) of section 19 till the reconstitution of the Senate.]<sup>24</sup> .

<sup>24</sup> Inserted by Act 2 of 1994, w.e.f. 22-10-1993

24. *The Academic Council*:- (1) The Academic Council shall be the academic body of the University.
- (2) The Academic Council shall, subject to the provisions of this Act and the Statutes, have the control and general regulation and be responsible for the maintenance of Standards, of instruction, education and examinations within the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.
- (3) The Academic Council shall consist of the following members, namely:
- (a) the Vice-Chancellor;
  - (b) the Pro-Vice-Chancellor;
  - (c) the Director of Public Instruction;
  - (d) the Director of Technical Education;
  - (e) the Director of Collegiate Education;
  - (f) the Director of Research and Studies;
  - (g) the Director of Physical Education;
  - (h) the Deans of Faculties;
  - (i) the General Secretary of the University Union;
  - (j) all the Heads of University Departments of study and research, who are not Deans of facilities;
  - (k) all members of the Syndicate who are not otherwise members of the Academic Council;
  - (l) five members (other than Deans of Faculties) of whom at least one shall be a principal of a Government professional college, elected by the principals of professional colleges from among themselves;
  - (m) seven members (other than Deans of Faculties) of whom at least one shall be a principal of

a Government College, elected by the principals of first grade colleges, other than colleges of oriental languages, from among themselves;

(n) two members (other than Deans of Faculties) elected by the principals of junior colleges from among themselves;

(o) one principal of a college of oriental languages, not being a Dean of Faculty, nominated by the Chancellor by rotation according to seniority;

(p) one member each of every subject of study (not being a Deans of Faculty or head of a University department or principal) elected by the teachers of that subject from among themselves;

(q) one headmaster and one teacher of secondary school in the University area nominated by the Chancellor;

(r) one member representing each faculty, elected by the full-time post graduate students of the faculty from among themselves;

(s) five external experts to be nominated by the Chancellor.

(4) Members of the Academic Council, other than the members specified in clauses (a) to (g) of sub-section (3) shall hold office for a term of four years from the date of their appointment or nomination, as the case may be :

Provided that a person who has become a member of the Academic Council in the capacity of a student shall cease to hold office on his ceasing to be a student.

25. *Powers and duties of Academic Council*:- Subject to the provisions of this Act and the Statutes, the Academic Council shall have the following powers, duties and functions, namely:-

(i) to advise the Senate and the Syndicate on all academic matters;

(ii) to make Regulations and to amend or repeal the same;

(iii) to prescribe the courses of studies in the institutions maintained by, or affiliated to, the University;

(iv) to prescribe the qualifications of teachers

(a) in colleges; and

(b) in the institutions maintained by the University;

(v) to prescribe the qualifications for the admission of students to the various courses of studies and to the examinations and the conditions under which exemptions may be granted;

(vi) to make provision for the admission of students to the various courses of studies on the basis of merit, in order to maintain standards of education;

(vii) to make proposals for the instruction and training in such branches of learning as it may think fit;

(viii) to make proposals for research and advancement and dissemination of knowledge;

(ix) to make proposals for the institution of professorships, readerships, lecturer ships and other teaching and research posts required by the University;

(x) to make proposals for the institution of fellowships, travelling fellowships, scholarships, studentships, medals and prizes;

(xi) to make proposals for determining what degrees, diplomas and other academic distinctions shall be granted by the University;

(xii) to decide what examinations of other Universities may be accepted as equivalent to those of the University and to negotiate with other Universities for the recognition of the examinations of the University;

(xxiii) to arrange for the co-ordination of studies and teaching in affiliated colleges and recognized institutions;

(xiv) to exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act or the Statutes, Ordinances, Regulations, Rules or bye-laws.

*Faculties*-(1) The University may have such faculties as may be prescribed by the Statutes from time to time.

(2) Each faculty shall, subject to the control of the Academic Council have charge of the teaching and the courses of study and research in such subjects as may be assigned to such faculty by the Ordinances or Regulations.

(3) Each faculty shall consist of :

(a) the Chairman of the Boards of Studies comprised in the faculty;

(b) two members elected from each Board of Studies; and

(c) not less than five and more than ten members nominated by the syndicate;

(4) Each faculty shall comprise such departments of teaching as may be prescribed by the Ordinances.

(5) Subject to the provisions of this Act, each faculty shall exercise such powers and perform such duties as may be prescribed by the Statutes.

(6) The members of faculties mentioned in sub-clause (3) shall hold office for a period of three years from their date of nomination or election as the case may be.

27. *Deans of faculties.*<sup>25</sup> [(1) There shall be a Dean of each faculty, who shall be nominated by the Chancellor in consultation with the Vice-Chancellor.]

(2) The Dean of each faculty shall be responsible for the due observance of the Statutes, Ordinances, Regulations and bye-laws relating to that faculty.

(3) The Dean of a faculty shall hold office for a term of two years and shall be eligible for [re-nomination.]<sup>26</sup>

28. *Boards of Studies.*-(1) There shall be a Board of Studies attached to each department of study in the University:

Provided however that post- graduate studies in each department may have separate Board of Studies.

(2) The constitution and powers of the Boards of Studies shall be prescribed by the Statutes.

(3) Members of Boards of Studies shall hold office for a period of three years from the date of their entering into office.

29. *Student's Council*-(1) There shall be a Students' Council in the University.

(2) The Students' Council shall consist of the following members, namely:

Ex-officio Members

(a) The Vice-chancellor who shall be the Chairman of the Council.

(b) The Chairman of the University Union.

(c) The General Secretary of the University Union.

25 Substituted by Act 6 of 1976, w, e. f. 22-3-1976. 26 Substituted by Act 6 of 1976, w. e. f. 22-3-1976

(d) The Director, National Cadet Corps.

(e) The Officer-in charge of the National Service Scheme in the University.

(f) The Director of Physical Education.

(g) The Director of Youth Affairs who shall be the

Vice-Chairman of  
the Council.

#### Elected Members

- (a) Ten members, not being members of the Senate or the Academic Council, elected by the members of the General Council of the University Union from among themselves, of whom two shall be women.
- (b) Three members elected from among the full time students of the departments of the University in such manner as may be prescribed.
- (c) Two members, other than students, elected by the members of the Senate from among themselves.
- (d) One member elected by the members of the Syndicate from among themselves.
- (e) One member elected by them members of the Academic Council from among themselves.

#### Other Members

Five students who have distinguished themselves in academic field sports or fine arts, nominated by the Vice-Chancellor after giving due consideration to the representation of special interest.

(3) A member nominated by the Vice-Chancellor in consultation with the Chairman of the University Union from among the elected Student members of the Council shall be the Secretary to the Council.

(4) The members of the Student's Council other than ex-officio members shall hold office for a term of one year from the date of their election or nomination, as the case may be.

30. *Powers and duties of Student's Council*- (1) Subject to the provisions of this Act and the Statutes, the Students' Council shall have the following powers, duties and functions, namely:-

(a) to make recommendations to the Syndicate and to the Academic Council in matters affecting the academic work of the students, such as the structure of courses and pattern of institution, the corporate life of the University in so far as it concerns the students, and the co-curricular and extra-curricular activities in the University;

(b) to make suggestions to the syndicate and Academic Council in respect of all rules relating to discipline or welfare of the students, sports, working of literary and other societies, management of hostels, student homes and non-resident student centres, extension work, social work, students' health, National Service Scheme and National Cadet Corps and such other matters as may be specified in the Statutes;

(c) to communicate its view, observations and recommendations to any authority of the University in respect of any matter which concerns the students :

Provided that if any question arises as to whether a matter does or does not concern the students, the question shall be decided by the Chairman of the Students' Council and his decision shall be final;

(d) to take such steps as are necessary for the general welfare of students;

(e) to exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act or the Statutes, Ordinances or Regulations,

(2) The Vice Chancellor shall cause to be laid before the Senate and the Students' Council in such manner as may be prescribed by the Statutes periodical reports detailing the recommendations and suggestions made by the Students' Council and the action taken thereon by the authorities to which such recommendations and Suggestions made by the Student's Council and the action taken thereon by the authorities to which such recommendations and suggestions were made.

31. *Finance Committee*. -(1) There shall be a Finance Committee to give advice to the University on

any question affecting its finances.

- (2) The Finance Committee shall consist of the following members, namely:
- (a) the Vice- Chancellor who shall be the Chairman;
  - (b) the Pro-Vice-Chancellor, if any;
  - (c) one member elected by the members of the Senate from among themselves;
  - (d) one member elected by the Members of the Syndicate from among themselves;
  - (e) one member elected by the Members of the Academic Council from among themselves;
  - (f) The Finance Secretary to Government or an officer not below the rank of Joint Secretary

nominated by him;

(g) the Secretary to Government, Higher Education or an Officer not below the rank of Joint Secretary nominated by him.

(3) The Finance Officer shall be the Secretary of the Finance Committee.

(4) The powers and functions of the Finance Committee and its procedure in financial matters, including the delegation of its powers, shall be prescribed by the Statutes.

1 *Other authorities of University.*- The constitution, powers and duties of such other authorities as may be declared by the Statutes to the authorities of the University, shall be prescribed by the Statutes.

33. *Disqualifications for membership.* (1) No person shall be qualified for election or nomination or appointment as a member of any of the authorities of the University or for continuing as such member, if he-

- (a) is below twenty-five years of age; or
- (b) is of unsound mind or a deaf-mute; or
- (c) is an undischarged insolvent; or
- (d) has been convicted by a court of law of an offence involving moral delinquency; or
- (e) has been debarred by any University from appearing in examinations, for malpractices in connection with any examination:

Provided that clause (a) shall not apply to a person elected or nominated in the capacity of a student to any of the said authorities:

Provided further that the disqualification of a person under clause (e) shall cease on the expiry of the period for which he has been debarred.

- (2) If any question arises as to whether any person is disqualified under sub-section (1), the question shall be referred to the Chancellor and his decision thereon shall be final.

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## CHAPTER V

### Statutes, Ordinances, Regulations Rules and Bye-Laws

34. *The Statutes*- Subject to the provisions of this Act, the Statute may provide for all or any of the following matters, namely:-

(a) the powers and duties of the Officers of the University, not specifically provided for in this Act;

(b) the constitution, powers and duties of the authorities of the University, not specifically provided for in this Act;

(c) the procedure for election of members of the Senate, the Syndicate, the Council and other authorities of the University and all such other matters relating to these bodies, as may be necessary or desirable to provide;

(d) award of degrees, diplomas; titles, certificates and other academic distinctions by the University;

- (e) the withdrawal or cancellation of degrees, diplomas, titles, certificates and other academic distinctions;
- (f) the maintenance of a register of registered graduates;
- (g) the holding of convocations to confer degrees;
- (h) the conditions and procedure for affiliation of colleges;
- (i) conferment of honorary degrees;
- (j) the maintenance of the accounts and the preparation and passing of the annual budget of the University;
- (k) all other matters which by this Act are to be, or may be, prescribed by Statutes,.

35. *Procedure for making Statutes:-*(1) The Senate may of its own motion take into consideration the draft of a Statute:

Provided that, in any such case, before the statute is passed, the Senate shall obtain and consider the opinion of the Syndicate.

(2) The Syndicate may propose to the Senate the draft of any Statute for consideration and such draft shall considered by the Senate at its next meeting.

(3) The Senate may approve the draft of a Statute proposed by the Syndicate and pass the Statute or may reject it or return it to the Syndicate for reconsideration, either in whole or in Part together with amendments which the Senate may suggest.

(4) After any draft returned by the Senate under sub- Section (3) has been further considered by the Syndicate, together with any amendment suggested by the Senate, it shall be again presented to the Senate with the report of the Syndicate thereon, and the Senate may then deal with the draft in any manner it thinks fit.

(5) Where any Statutes has been passed by the Senate, it shall be submitted to the Chancellor who may refer the Statute back to the Senate for further consideration or assent thereto or withhold his assent.

(6) No Statute passed by the Senate shall be valid or come into force until assented to by the Chancellor.

(7) The Syndicate shall not propose the draft of a Statute or of an amendment to a Statute affecting the status, powers or constitution of any authority of the University until such authority has been given an opportunity of expressing an opinion upon the proposal; and any opinion so expressed shall be in writing and shall be considered by the Senate.

(8) No Statute providing for the conditions for, or procedure relating to, the affiliation of private colleges shall be passed by the Senate without the previous approval of the Government.

36. *Ordinances:-*Subject to the provisions of this Act and the Statutes the Syndicate shall have power to make Ordinances providing for all or any of the following matters, namely:-

- (a) the levy of fees in colleges and other institutions, by the University;
- (b) the residence and discipline of students;
- (c) the work load and pattern of teaching staff in Colleges;
- (d) the fixation of the scales of pay of various posts in the University and the terms and conditions of service of officers of the University; and

e) all other matters which by this Act or the Statutes are to be, or may be, provided for by the Ordinances.

37. *Procedure for making Ordinances:-* (1) All Ordinances made Under this Act shall have effect from such date as the Syndicate may direct, but every Ordinance so made and the repeal of any Ordinance shall be laid before the Senate during its next succeeding meeting.

- (2) If any Ordinance or repeal of an Ordinance is not laid before the Senate as required by sub-section (1), the Ordinance shall lapse or, as the case may be, the Ordinance repealed shall revive, after the next succeeding meeting of the Senate.
- (3) Subject to the provisions of sub-sections (1) and (2), the procedure to be followed in making, amending or repealing Ordinances shall be prescribed by the Statutes.
- (4) No Ordinance involving expenditure shall be valid or come into force until assented to by the Chancellor.
38. *Regulations.* -Subject to the provisions of this Act, the Statutes and the Ordinances, the Academic Council may make Regulations providing for all or any of the following matters, namely:-
- (a) the Courses of studies and the conduct of examinations; (b) the admission of students to the various courses of study and to the examinations;
  - (c) the qualifications of teachers;
  - (d) the appointment and prescription of duties of the Boards of Studies and examiners;
  - (e) recognition of examinations, degrees and diplomas of other Universities as equivalent to the examinations, degrees and diplomas of the University; and
  - (f) all other matters which under the provisions of this Acts, the Statutes and the Ordinances are to be, or may be, prescribed by Regulations.
39. *Procedure for making Regulations* - (1) All Regulations made under this Act shall have effect, from such date as the Academic Council may direct, but every Regulation so made shall be laid before the Senate during its next succeeding meeting.
- (2) Subject to the provisions of sub-section (1), the procedure to be followed in making, amending or repealing regulations shall be prescribed by the Statutes.
40. *Rules, Bye-laws and Orders* -The Syndicate shall have power to make rules, bye-laws and orders not inconsistent with the provisions of the Act, the Statutes, the Ordinances and the Regulations, for the guidance and working of Boards and Committees and other bodies constituted under the provisions of this Act, or the Statutes or the Ordinances or the Regulations and for regulating the procedure and conduct of business at meetings of any authority of the University other than the Senate.
- (2) All such rules, bye-laws and orders shall have effect from such date as the Syndicate may direct; but every such rule, bye-law or order shall be submitted to the Senate during its next succeeding meeting.
- (3) The Senate shall have power to cancel or modify any such rule, bye-law or order.
41. *Publication in the Gazette.* -All Statutes Ordinances and Regulations made under this Act shall be published in the Gazette.

## CHAPTER VI

### **Election to the Senate, the Syndicate and the Other Bodies of the University, filling up of Vacancies and Resignation, Removal, etc., of Members of Authorities and Bodies**

- 1 *Election of members to the Senate, Syndicate and other bodies of the University.* -The election of members to the Senate, the Syndicate and other bodies of the University shall be held in accordance with the system of proportional representation by means of the single transferable vote and in accordance with the procedure prescribed by the Statutes, and the voting at such elections shall be by secret ballot.

43. *Filling up of vacancies.* - (I) All vacancies among the members (other than ex-officio members) of any authority or body of the University by reason of death, resignation or otherwise shall be filled, as soon as may be, by the person or authority who or which appointed, elected or nominated the member whose place has become vacant.

(2) Any person appointed, elected or nominated under subsection

(1) shall hold office as member so long only as the member in whose place he is appointed, elected or nominated as the case may be, would have been entitled to hold office if the vacancy had not occurred.

44. *Resignation or removal of members of any authority or body.* - (I) Any member of any authority or body of the University may resign his office by letter addressed to the Registrar.

(2) The Senate may, on the recommendation of not less than two thirds of the number of members of the Syndicate, remove the name of any person convicted by a court of law of any offence involving moral delinquency or punished by the University for malpractice connected with any University examination from the register of registered graduates or remove any such person from membership or any authority or body of the University and for the same reason may withdraw any degree or diploma conferred on or granted by the University.

(3) The Senate may also remove any person from the membership of any authority or body of the University if he becomes of unsound mind or a deaf-mute or has applied to be adjudicated or has been adjudicated an insolvent.

(4) If an elected member of any authority or body of the University fails to attend three consecutive meetings of that authority or body he shall cease to be a member of such authority or body and thereupon the Registrar shall intimate him that he has ceased to be such member:

Provided that such authority or body may, if satisfied that there was sufficient cause for the failure of the member to attend the meetings, restore him to its membership.

## CHAPTER VII

### Finance

45. *University Fund.*-(1) All grants and loans received from the State Government, the Government of India, the University Grants Commission and from any other source, all revenues of the University, all fees received, all incomes such as rent and profits derived from properties and funds vested in the University, all endowments and donations received from any source whatsoever, all other miscellaneous receipts of the University and all deposits, remittances and service funds, received in connection with the affairs of the University shall form one consolidated fund styled, "The Kerala University Fund" and shall be employed for the purposes and in the manner laid down in this Act and the Statutes, Ordinances, Rules, Bye-laws and Orders made thereunder;

Provided that separate accounts may be maintained for specific purposes.

(2) All moneys in the Kerala University Fund shall be lodged in the Government Treasury or with the approval of the Government in the State Bank of India or its subsidiaries upto such limits as may be fixed by the Government.

(3) The University may invest such part of the moneys in the Kerala University Fund, as it may deem fit, in Government securities or securities guaranteed by the Government of India.

(4) The custody of the Kerala University Fund, the payment of moneys therein, the withdrawal of moneys therefrom and all other ancillary matters shall be regulated by the Statutes, Ordinances, Rules and Bye-laws made in that behalf.

46. *Grants from Government* -(I) The University shall receive as grants for its maintenance such sums subject to such conditions as may be fixed by the Government from time to time.

- (2) The Government may pay to the University such other grants, subject to such conditions as they think fit, for specific purposes.
47. *Annual estimates of income and expenditure.*-(1) The Syndicate shall prepare the financial estimates of the income and expenditure of the University for the next ensuing year before such dates as may be prescribed by the Statutes, and forward the same together with a memorandum conveying explanatory notes thereon to the Senate for consideration.
- (2) The Senate shall consider the financial estimates at its annual meeting and shall approve it, either without alterations or with such alterations as it may think fit.
48. *Annual Accounts.*-(1) The annual accounts of the University shall be prepared under the directions of the Syndicate and shall be submitted to the Government for audit.
- (2) The annual accounts together with the audit report thereon shall be published by the Syndicate and copies of such accounts and audit report shall be placed before the Senate and submitted to the Government.
- (3) the annual accounts shall be considered by the Senate at its annual meeting, and the Senate may pass resolutions with reference thereto and communicate the same to the Syndicate which shall take action in accordance therewith.
49. *Annual Report.*-(1) The annual report of the University shall be prepared under the direction of the Syndicate and shall be presented to the Senate for its review on or before such date as may be prescribed by the Statutes.
- (2) The Senate may pass resolutions on the annual report and communicate the resolutions to the Syndicate.
- (3) The Syndicate shall inform the Senate of the action taken by it on the resolutions passed by the Senate under sub-section (2) and shall submit a copy of the annual report together with a copy of the resolutions, if any, of the Senate under sub-section (2) to the Government.
- (4) The Government shall, as soon as the annual accounts and annual report are received, cause the same to be laid on the table of the State Legislative Assembly.
50. *Audit of accounts of the University.*-(1) The Government shall appoint auditors to the accounts of the University and the institutions under the management of the University.
- (2) The auditors shall maintain a continuous audit of the accounts of the University and may, after giving due intimation, conduct local audit of any institution under the management of the University.
- (3) The University shall bear the cost of the audit as fixed by the Government.
- (4) After completing the audit for a year or for any shorter period or for any transaction or series of transactions, the auditors shall send a report to the University and a duplicate copy thereof to the Government.
- (5) The auditors shall specify in the report under sub-section (4) all cases of irregular, illegal or Improper expenditure or of failure to recover moneys or other property due to the University or of any loss or waste of money or other property thereof caused by neglect or misconduct of the officers and authorities of the University.
- (6) The auditors shall also report on any other matter relating to the accounts of the University as may be required by the Government.
- (7) The University shall forthwith remedy any defect or irregularity pointed out by the auditors and report the action taken to the Government.

**CHAPTER VIII**  
**Private Colleges and Affiliation of Colleges**

51. *Definitions.* In this Chapter,- (a) "corporate management" means an educational agency which manages more than one private college;
- (b) "unitary management" means an educational agency which manages a private college;
52. *Governing body for private college under unitary management.*-(I) A unitary management shall constitute, in accordance with the provisions of the Statutes, a governing body consisting of the following members, namely:-
- (a) The Principal of the private college;
- (b) the Manager of the private college;
- (c) a person nominated by the University in accordance with the provisions in that behalf contained in the Statutes;
- (d) a person nominated by the Government;
- (e) a person elected in accordance with such procedure as may be prescribed by the Statutes, by the permanent Teachers of the private college from among themselves;
- (f) the Chairman of the College Union;
- (g) a person elected in accordance with such procedure as may be prescribed by the Statutes, by the permanent members of the non-teaching staff of the private college from among themselves; and
- (h) not more than six persons nominated by the unitary management.
- (2) The Manager of the private college shall be the Chairman of the governing body.
- (3) It shall be the duty of the governing body to advise the unitary management in all matters relating to the administration of the private college, in accordance with the provisions of this Act and the Statutes, Ordinances, Regulations, rules, bye-laws and orders made there under.
- (4) The decisions of the governing body shall be taken at meetings on the basis of simple majority of the members present and voting.
53. *Managing Council for private colleges under corporate management.*
- (I) A corporate management shall constitute a Managing Council for all the private colleges under its management, consisting of the following members, namely:
- (a) one Principal by rotation in such manner as may be prescribed by the Statutes;
- (b) the Manager of the private colleges;
- (c) a person nominated by the University in accordance with the provisions in that behalf contained in the Statutes;
- (d) a person nominated by the Government;
- (e) two persons elected in accordance with such procedure as may be prescribed by the Statutes, by the permanent teachers of all the private colleges; from among themselves;
- (f) a person elected by the Chairman of the College Unions of all the private colleges, from among themselves;
- (g) one person elected in accordance with such procedure as may be prescribed by the Statute, by the permanent members of the nonteaching staff of all private colleges from among themselves; and
- (h) not more than fifteen persons nominated by the corporate management.
- (2) The Manager of the private colleges shall be the Chairman of the Managing Council.
- (3) It shall be the duty of the Managing Council to advise the corporate management in all matters relating to the administration of the private colleges, in accordance with the provisions of this Act and the Statutes, Ordinances, Regulations, rules, bye-laws and orders made there under.
- (4) The decisions of the Managing Council shall be taken at meetings on the basis of simple

majority of the members present and voting.

54. *Appointment of Manager* - (I) A unitary management or corporate management shall appoint a manager for the private college or for all the private colleges, as the case may be, under its management within the University area.

(2) The appointment or removal of the manager shall be intimated to the University by the unitary management or the corporate management, as the case may be.

(3) It shall be the duty of the manager to give effect to the decisions of the unitary management or the corporate management, as the cases may be.

(4) The manager shall exercise such powers and discharge such duties as may be delegated to him by the unitary engagement or the corporate management as the case may be.

(5) Suits by or against a private college shall be instituted by or against the manager thereof.

(6) If the Manager of a private college is guilty of mismanagement, malpractice, corruption or mal administration, gross negligence of duty or disobedience of instructions issued by the Government or the University or is convicted for an offence involving moral turpitude the Vice-Chancellor may, after giving the manager a reasonable opportunity to show cause against the action proposed to be taken against him and after due enquiry declare him unfit to hold the office of manager and require the unitary management or the corporate management, as the case may be, to appoint a suitable person as manager.

(7) Failure on the part of the manager or the management to obey the instructions issued by the University or the Government in regard to matters relating to the administration of the private college and the continuance in office of a person declared unfit under Subsection (6) shall be deemed to be sufficient cause for taking steps for the withdrawal of the aid, grant or affiliation of the private college.

55. *Acts or proceedings of governing body or managing council not to be invalidated:-* No act or proceeding of a governing body or managing council shall be invalidated merely by reason of-

(a) any vacancy in, or any defect in the constitution of, the governing body or managing council; or

(b) any defect in the appointment of a person acting as a member of the governing body or managing council; or

(c) any irregularity in the procedure of the governing body or managing council not affecting the merits of the case.

56. *Affiliation of Colleges.* - (1) An application for affiliation to the University of any college<sup>27</sup> [or for affiliation in new courses in any affiliated college] shall be sent by the educational agency to the Registrar within such time and in such manner as may be prescribed by the Statutes.

<sup>28</sup> [(2) The terms and conditions of affiliation of a college or of affiliation in new courses in an affiliated college and the procedure to be followed by the Syndicate in granting such affiliation, including the period within which the Syndicate shall consider an application under sub-section (I), shall be prescribed by the Statutes:

Provided that the Chancellor may, by notification in the Gazette, for reasons to be specified in the notification, extend the period within which the Syndicate shall consider any application under sub-section (I) whether such period has already expired or not, by such further period, not exceeding one year, as may be specified in such notification.]

(3) Without prejudice to the generality of the provisions of sub-section (2), Statutes may provide for the pattern of staff, scales of pay and terms and conditions of service of members of the staff and admission and selection of students for courses and examinations.

57. *Appointment of teachers in private colleges.*<sup>29</sup> [(I) Appointments to the posts eligible to receive salary from the Government shall be made only against posts sanctioned by the Government or by

such officers as may be authorized by the Government.]

<sup>30</sup> [(1A)] Appointments to the lowest grade of teacher in each department of a private college shall be made by the educational agency by direct recruitment on the basis of merit.

27 Inserted by Act 29 of 1985, w. e. f.  
18-11-1982.

28 Substituted by Act 29 of 1985, w. e. f.  
18-11-1982.

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

30 Re numbered by Act 2 of 2005, w. e.  
f. 6-1-2005.

(2) Appointment of principals shall be made by the educational agency by promotion from among the teachers of the college or of all the colleges, as the case may be, or by direct recruitment.

(3) Where the appointment of principal is made by promotion, the educational agency shall make the appointment on the basis of seniority- cum-fitness.

(4) Appointments to the posts, other than those referred to in <sup>31</sup> [subsection (I A)] and (2), shall be made by the educational agency by promotion from among the teachers of the college or of all the colleges, as the case may be, on the basis of seniority-cum-fitness, or, if none among them is fit for promotion, by direct recruitment.

(5) For making appointment under this section by direct recruitment the post shall be advertised in such manner as may be prescribed by the Statutes.

<sup>32</sup> [(6) Notwithstanding anything contained in this Act, the Statutes, Ordinances and Regulations made thereunder,

(a) a person appointed as teacher in a private college in a temporary vacancy on or after the 14<sup>th</sup> day of March 1974 and continuing as such, shall be appointed as teacher in any permanent vacancy or any temporary vacancy of longer duration that may arise, after such appointment in the temporary vacancy, in the private College or, as the case may be, any of the private colleges under the management of the educational agency within the University area;

(b) a teacher relieved from a private college on or after the 14<sup>th</sup> day of March, 1974 due to the abolition of a course of study in that private college or the cessation of the period for which he was appointed or for any other reason except disciplinary action against him shall be given preference in the matter of, future appointments in the private college or, as the case may be, any of the private Colleges under the management of the educational agency within the University area.

(c) Any dispute arising or pending between the management of a private college and the teacher of that College, in respect of any

31 Substituted by Act 2 of 2005, w.e. f. 6-1-2005. 32 Substituted by Act 17 of 1989, w. e. f. 6-5-1989.  
matter coming under clause (a) or (b) shall be decided in accordance with the provisions of this Act and the Statutes made thereunder.

*Explanation.*-Where the number of claimants under clause (a) or clause (b) is more than the number of vacancies, the order of preference for appointment shall be in accordance with the date of first appointment of the claimants under the educational agency within the university area.

(7) The educational agency shall not abolish a course of study in a private college without the prior approval of the University.

(8) Every appointment under this section shall be made by a written order of the manager in

such forms as may be prescribed by the Statutes, communicated to the person to be appointed, with copy to the University.

(9) Every appointment under this section shall be reported to the University for approval.

(10) Any person aggrieved by any appointment under this section may appeal to the Appellate Tribunal.

58. *Qualifications of Teachers.*-Teachers of colleges shall possess such qualifications as may be prescribed by the Regulations.

(2) Notwithstanding anything contained in any law or in any judgment, decree or order of any court or other authority, any decision or order exempting any teacher from possessing the prescribed qualifications or approving the appointment of any teacher who did not possess the prescribed qualifications or allowing any teacher who did not possess the prescribed qualifications to continue in service, made by any authority or officer before the commencement of this Act shall be deemed to have been made by the authority competent to make such decision or order under this Act as if this Act had been in force at the time when such decision or order was made and accordingly all such decisions and orders shall be, and shall be deemed always to have been, valid and in accordance with law.

59. *Probation* (1) Teachers of private colleges shall be of probation for a period of one year within a period of two years:

Provided that in exceptional case, the period of probation may be extended by a period not exceeding one year, subject to the prior approval of the Syndicate.

*Explanation*-Probation undergone by a teacher before the Commencement of this Act shall be deemed to be probation for the purposes of this Sub-section, provided such probation is within a period of two years immediately before such commencement.

(2) Notwithstanding anything contained in any contract or other document, any teacher working in a substantive vacancy at or after the commencement of this Act shall be deemed to be on probation for the purposes of sub-section (1)

(3) The educational agency may, at any time before the prescribed period of probation, terminate the probation of the probationer for want of vacancy and discharge him from service if he was appointed by direct recruitment or revert him to his original appointment if the appointment to the new post was by transfer or promotion.

(4) Any probationer discharged or reverted under sub-section (3) shall be given preference in the matter of future appointments to the same post.

(5) On satisfactory completion of probation, the educational agency shall confirm the teacher in the post and if the Vacancy is not a substantive vacancy, the teacher shall be allowed to Continue in the post for the duration of the vacancy.

(6) If, on the expiry of the prescribed period of probation, the educational agency decides that the teacher is not suitable for continuance in the post in which he is appointed, it shall discharge him from service or revert him to his original appointment, as the case may be after giving him a reasonable opportunity of showing cause against the action Proposed to be taken in regard to him.

(7) Where the post held by the Probationer is Substantively vacant and before the expiry of one month from the prescribed period of probation he is not confirmed under sub-section (5) or is not discharged or reverted under sub-section (6), he shall be deemed to have been confirmed in that post.

(8) A probationer who is discharged or reverted under sub-section

(6) or Who is discharged Or reverted before the prescribed period or probation otherwise than on the ground of want of vacancy shall be entitled to appeal against the order of discharge or reversion to the Appellate Tribunal and the provisions of section 60 shall, the mutatis mutandis apply to such appeals.

60. *Conditions of service of teachers of private colleges.*

(1) Notwithstanding anything contained in any law or in any contract or other document, the Conditions of service of teachers of private colleges, whether appointed before or after the commencement of this Act, including conditions relating to pay, pension, provident fund, gratuity, insurance and age of retirement, shall be such as may be prescribed by the Statutes.

(2) No teacher of a private college shall be kept under suspension by the educational agency except when disciplinary proceedings are initiated against him.

(3) When a teacher of a private college is suspended for a period exceeding fifteen days, the matter, together with the reasons for the suspension, shall be reported to the Vice-Chancellor.

(4) Any disciplinary proceedings initiated under sub-section (2) shall be completed within a period of three months or within such further period as may be allowed by the Vice-Chancellor after hearing the parties concerned.

(5) Any person aggrieved by an order of the Vice-Chancellor under Sub-section (4) may, within a period of thirty days from the date of receipt of order by him, appeal to the Appellate Tribunal.

(6) No disciplinary action shall be taken against a teacher without giving him a reasonable opportunity of showing cause against the action proposed to be taken against him.

(7) Any teacher aggrieved by an order passed after the commencement of this Act in any disciplinary proceeding taken against him may, within sixty days from the date on which a copy of such order is served on him or within Sixty days after the Appellate Tribunal has been constituted under his Act, whichever period expires later, appeal to the Appellate Tribunal and the Appellate Tribunal may, after giving the parties an opportunity of being heard, and after such further inquiry as may be necessary, pass such order thereon as it may deem fit, including an order of reinstatement of the teacher concerned:

Provided that the Appellate Tribunal may admit an appeal presented after the expiration of the said period if it is satisfied that the appellant had sufficient cause for not presenting the appeal within the said period.

(8) Any order passed by the Appellate Tribunal under sub-section (7) may be executed through the subordinate Judge's Court having jurisdiction over the area in which the private college is situated as if it were a decree passed by that Court.

(9) Any person who objects to an order passed by the Appellate Tribunal under sub-section (7) may, within sixty days from the date on which a copy of such order is served on him, prefer a petition accompanied by court fee stamps of the value of ten rupees to the High Court on the ground that the Appellate Tribunal has either decided erroneously, or failed to decide, any question of law.

(10) The provisions of section 5 of the Limitation Act, 1963, shall be applicable to any proceedings under Sub-section (9).

(11) The High Court shall, after giving the parties an opportunity of being heard, pass such order on the petition, as it deems fit.

(12) Where the High Court passes any order under Sub-section (11) the Appellate Tribunal shall amend the order passed by it in conformity with the order of the High Court.

61. *Past disputes relating to service conditions of teachers:*-Notwithstanding anything contained in any law for the time being in force, or any contract, or in any judgment, decree or order of any court or other authority,-

(a) any dispute between the management of a private college and any teacher of that college relating to the conditions of service of such teacher pending at the commencement of this Act shall be decided under and in accordance with the provisions of this Act and the Statutes made thereunder;

(b) any dispute between the management of a private college and any teacher of that college relating to the conditions of service of such teacher, which has arisen after the 1st day of August, 1967, and has been disposed of before the commencement of this Act shall, if the management or the teacher

applies to the Appellate Tribunal in that behalf within a period of thirty days from such commencement, be reopened and decided under and in accordance with the provisions of this Act and the Statutes made thereunder as if it had not been finally disposed of.

62. *Membership of local authorities etc.* - (1) A teacher of a private college shall not be disqualified for continuing as such teacher merely on the ground that he has been elected or nominated as a member of a local authority or of the Legislative Assembly of the State or of Parliament.

(2) A teacher elected or nominated as a member of the Legislative Assembly of the State or of Parliament shall be entitled to treat the period of his membership of the Legislative Assembly or of Parliament as on leave without salary and allowances.

(3) A teacher referred to in Sub-section (2) shall also be entitled to count the period of his membership of the Legislative Assembly or of Parliament for the purposes of pension, seniority and increments.

1 *Non-teaching staff of private colleges.* - The provisions of this Chapter shall, so far as may be, apply to the non-teaching staff of the private colleges. Subject to this, their method of appointment, pay and other conditions of service shall be such as may be prescribed by the Statutes.

2 *Transfer of teachers to other Universities.* - (1) Where an educational agency has colleges under the jurisdiction of the Kerala University and also under the jurisdiction of the Calicut University, the educational agency shall within three months of the commencement of this Act or within such further period, not exceeding three months, as may be granted by the Government for sufficient reason, prepare a seniority list of the teachers of all such colleges.

(2) After the preparation of the list under Sub-section (1), the educational agency shall give a right of option to the teachers as to the University under the jurisdiction of which he opts to remain and the teachers shall be allotted to each University area in accordance with such option.

Provided that where the number of teachers of who have opted to work under the jurisdiction of the Kerala University or the Calicut University is more than the number required, allotment shall be made on the basis of seniority.

(3) Any teacher aggrieved by any entry in the list prepared under sub-section (1) or by the allotment under sub-section (2) may appeal to the Government within sixty days from the date of Communication of the list or order of allotment to him, and the decision of the Government thereon shall be final.

(4) Where a teacher is allotted to a University area under this section, he shall not be transferred to a college affiliated to any other University.

(5) Nothing contained in this section shall apply in respect of Principals of private College.

65. *Constitution of Appellate Tribunal* - (1) The Government shall constitute an Appellate Tribunal for the purposes of this Act.

(2) The Appellate Tribunal shall be a judicial officer not below the rank of District Judge nominated by the Chancellor in consultation with the High Court.

(3) The term of Office of the Appellate Tribunal shall be three years from the date of its nomination.

(4) The Appellate Tribunal shall have the power to make regulations consistent with the provisions of the Act with the previous sanction of the Government for regulating its procedure and disposal of its business. The regulations so made shall be published in the Gazette.

(5) The remuneration and other conditions of service of the Appellate Tribunal shall be such as may be prescribed by rules.

1 *Bar of jurisdiction of civil courts:-*No civil court shall have jurisdiction to settle, decide, or deal with any question or to determine any matter which is by or under this Act required to be settled, decided or dealt with or to be determined by any authority or person under this Act.

2 *Private colleges to comply with provisions of Chapter within six months.*All private colleges existing in the University area immediately before the commencement of this Act and affiliated to the University shall, within a period of six months from such commencement, comply with the provisions of this Chapter.

3 *Colleges not complying with provisions of this Act.-* (1) If the Syndicate is satisfied that any private college has not complied with any provision contained in this Act, or in the Statutes, Ordinances, Regulations, bye-laws, orders or rules, it may recommend to the Government for Withholding or discontinuing aid or grant or it may disaffiliate the college from the University :

Provided that before disaffiliating a college, the educational agency and the governing body or managing council, as the case may be, shall be given an opportunity of being heard.

- (2) If, on a recommendation under sub-section (1), the Government are satisfied that any private college has not complied with any of the provisions of this Act, or of the Statutes, Ordinances, Regulations, bye-laws, orders or rules, they may, by order, direct that the college shall not be given any aid or grant from the Government :

Provided that before making any such order, the educational agency and the governing body or managing council, as the case may be, shall be given an opportunity of being heard.

### <sup>33</sup> [CHAPTER VIII A]

#### **Un-aided Colleges**

69. *Special provisions in respect of un-aided colleges:-*Notwithstanding anything contained in this Act, or the Statutes, Ordinances, Regulations, rules, bye-laws or orders.-

(a) the scales of pay and other conditions of service of the teaching and non-teaching staff of un-aided colleges; and

(b) the admission and selection of and the fees payable by students in such colleges, shall be determined from time to time, by the Government on the basis of the recommendations of a Committee constituted by the Government consisting of

(i) One of the Vice-Chancellors of the Universities in the State nominated by the Government;

(ii) the Secretary to Government, Higher Education Department (who shall be the Convener of the Committee); and

(iii) the Director of Collegiate Education.

### **CHAPTER IX**

#### **Miscellaneous**

1 [\*\*\*\*\*]<sup>34</sup>

2 *Power of Government to cause inspection of University:-*(1) The Government shall have the right to cause an inspection to be made by

33 Inserted by Act 9 of 1995, w. e. f. 12-6-1995. 34 Omitted by Act 11 of 1975, w. e. f. 6-5-1975.

such person or persons as they may direct, of the University, its buildings, laboratories, libraries, museums, workhops, and equipments and of any institutions maintained, recognized or approved by, or affiliated to the University and also of the work conducted by the University, and to cause enquiry to be made in respect of any matter connected with the University.

(2) The Government shall, before taking any action under sub-section (1), give notice to the University of their intention to cause such inspection or inquiry to be made and the University shall be entitled to be represented thereat.

(3) The Government shall communicate to the Syndicate the result of any inspection or inquiry made under sub-section (1) and may, after ascertaining the opinion of the Syndicate thereon, convey their views to the Senate and to the Syndicate.

(4) The Government may, after considering the views of the Senate and the Syndicate on the result of any inspection or inquiry under sub-section (1), advise the University upon the action to be taken in the matter.

(5) The Syndicate shall report to the Government the action, if any, which is proposed to be taken, or has been taken, upon the result of any inspection or inquiry under sub-section (1).

(6) A report under sub-section (5) shall be Submitted with the opinion of the Senate thereon and within such time as the Government may direct.

(7) Where the Senate or the Syndicate does not, within a reasonable time, take any action referred to in sub-section (4) to the satisfaction of the Government, the Government may, after considering any explanation furnished, or representation made, by the Senate or the Syndicate in the matter, issue such directions as they may think fit, and the Senate and the Syndicate shall comply with such directions.

#### 71. *Appointment of Commission to inquire into the working of University.*

(1) The Government may at any time and shall, at the expiration of ten year; from the commencement of this Act and thereafter at the expiration of every ten years, by order published in the Gazette, constitute a Commission which shall consist of a Chairman and such other members not exceeding five as the Government may appoint, and such order shall define the procedure to be followed by the Commission.

(2) The Commission constituted under sub-section (1) shall inquire into and report on

(i) the working of the University during the period to which the inquiry relates;

(ii) the financial position of the University including the financial position of its colleges and departments;

(iii) any change to be made in the provisions of this Act or the Statutes, Ordinances, rules and bye-laws made thereunder with a view to bringing about improvements in the affairs of the University; and

(iv) Such other matters as may be referred to it by the Government, and make such recommendations to the Government as it thinks fit.

(3) On receipt of the report and the recommendations of the Commission under sub-section (2), the Government shall forthwith refer such report and recommendations to the Senate for consideration and report.

(4) Immediately after the Senate has considered the report and the recommendation of the Commission and submitted its report to the Government, the Government shall consider the report of the Senate and pass such orders thereon as they think fit and shall also cause the same to be published in the Gazette.

#### 72. *Power of Government to make rules.*- (1) The Government may, by notification in the Gazette, make rules not inconsistent with the provisions this Act, for the purpose of exercising the powers and discharging the duties conferred or imposed on the Government by this Act.

(2) Every rule made under this section shall be laid, as soon as may be after it is made, before the

Legislative Assembly While it is in session for a total period of fourteen days which may be comprised in one session or in two successive sessions, and if, before the expiry of the session in which it is so laid or the session immediately following, the Legislative Assembly agrees in making any modification in the rule or the Legislative Assembly agrees that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

73. *Conditions of service.*- (1) Save as otherwise provided by or under this Act, every salaried officer and teacher of the University shall be appointed by a written order.

(2) The written order referred to in sub-section (1) shall be lodged with the Registrar and a copy thereof shall be furnished to the officer or teacher concerned.

(3) Any dispute between any officer or teacher of the University and the University shall, on the request of the University or the officer or teacher concerned, be referred to the Appellate Tribunal for decision, and there upon, the provisions of section 65 and the regulations made by the Tribunal under the said section shall mutatis mutandis apply to the decision of such disputes.

1 *Pension, insurance and provident fund.*- With the previous approval of the Government, the University shall make appropriate provisions for the benefit of its officers, teachers and other servants under its control in matters of insurance, pension and Provident Fund and for such other benefits as it may deem fit, in such manner as may be prescribed by the Ordinances.

2 *Proceedings of the University and bodies not to be invalidated by vacancies.*- No act or proceeding of the Senate, the Syndicate, the Academic Council or other body constituted under this Act or the Statutes or the Ordinances shall be deemed to be invalid merely by reason of any vacancy in the body doing or passing it, at the time any such act or proceeding is done or passed.

3 *Proceedings of the Senate, Syndicate and Academic Council.*- The Registrar shall forward to the Government within one month of the date of any meeting of the Senate or the Syndicate or the Academic Council Copies of the proceedings of such meeting,

77. *Dispute as to the constitution of University authority or body.*- If any question arises regarding the interpretation of any provision of this Act, or of any Statute, Ordinance, Regulation, rule, bye-law or order or as to

whether a person has been duly elected or appointed as, or is entitled to be, a member of any authority or other body of the University, the matter may be referred to the Chancellor and shall be so referred to him if not less than twentyfive members of the Senate so require, and the Chancellor shall, after taking such advice as he deems necessary, decide the question and such decision shall be final.

4 *Report on affiliated colleges.*- The Vice-Chancellor shall, at the end of every four years from the commencement of this Act, submit a report to the Government on the conditions of affiliated colleges.

5 *Protection of acts and orders.*- All acts and orders duly and in good faith done or passed by the University or any of its authorities, bodies or officers, shall be final; and no suit shall be instituted against, or damage claimed from, the University or its authorities, bodies or officers for anything purporting to be done in pursuance of this Act and the Statutes, Ordinances, Regulations, Rules, Bye-laws or Orders made thereunder.

6 *Institutions affiliated to University.* - (1) All Colleges existing in the University area immediately before the commencement of this Act shall stand affiliated to the University.

(2) The Government may, at any time, transfer to the University any institution subject to such terms and conditions as may be agreed upon between the Government and the University as regards its future: maintenance and control.

<sup>35</sup> [80A. *Duty of teachers, etc., in connection with University Examinations.* (I) It shall be the duty of a teacher or a member of the non-teaching staff of an affiliated college or an officer, teacher or other

employee of the University to do any work in connection with an examination conducted by the University which is required by the competent officer or authority of the University to do.

- (2) If any teacher or member of the non-teaching staff of an affiliated college or any officer, teacher or other employee of the University refuses, without sufficient cause to the satisfaction of,
- (a) in the case of a teacher or a member of the non-teaching staff or an affiliated college an officer not below the rank of Deputy Director of Collegiate Education authorised by the Government in this behalf; and

Inserted by Act 23 of 1978, w. e.f. 21-4-1978

- (b) in the case of an officer, teacher or other employee of the University the Vice-Chancellor, to do any work in connection with an examination conducted by the University, when required to do so by the competent officer or authority of University he shall, without prejudice to any other action that may be taken against him, forfeit his pay and allowances for a period of two months commencing on the date of commencement of the examination.

*Explanation.* - Failure to comply with the requisition of the competent officer or authority of the University shall be deemed to be refusal for the purpose of this sub-section,

- (3) An order of forfeiture under sub-section (2) shall be made.

(a) in the case of a teacher or a member of the non-teaching staff of an affiliated college, by the officer authorised under clause

- (a) of the said sub-section; and

(b) in the case of an officer, teacher or other employe of the University, by the Vice-Chancellor.

(4) No order of forfeiture shall be made under sub-section (3) without giving the person who may be affected thereby an opportunity of being heard.

(5) Any person aggrieved by an order referred to in subsection (4) may, within sixty days from the date on which a copy of such order is served on him, appeal to the Appellate Tribunal, and the Appellate Tribunal may, after giving the parties an opportunity of being heard and after such further inquiry as may be necessary, pass such order thereon as it deems fit.

81. [ \* \* \* \* \* ]<sup>36</sup>

82. *Transitory provisions:*-(1) Any officer or authority of the University of Kerala exercising any power or performing any duty under the Kerala University Act, 1969, immediately before the commencement of this Act. shall for a period of nine months from such commencement or until the corresponding officer or authority is appointed, elected, nominated or constituted, as the case may be, in accordance with the provisions of this Act or the statutes or Ordinances made thereunder, whichever is later,

Section 81 omitted by Act 2 of 2005, w. e. f. 6-1-2005.

continue to exercise such powers or perform such duties, as the case may be, so far as such powers or duties are not inconsistent with the provisions of this Act:

Provided that the Vice-Chancellor appointed under the Kerala University Act, 1969 and holding office immediately before the commencement of this Act shall be entitled to hold office for the full term of his appointment as if this Act had not been passed.

(2) Notwithstanding anything contained in section 65, the Appellate Tribunal constituted under the Kerala University Act, 1969 and existing at the commencement of this Act shall, till the date on which the members thereof would have held office if this Act had not been passed, be deemed to have

been constituted under this Act.

(3) The Statutes, Ordinances, Regulations, Rules, Bye-laws and Orders in force immediately before the commencement of this Act shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force until they are replaced by the Statutes, Ordinances, Regulations, Rules, Bye-laws or Orders framed under this Act.

(4) All properties, all rights of whatever kind, used, enjoyed or possessed by and all interests of whatever kind owned by or vested in or held in trust by or for the University of Kerala constituted under the Kerala University Act, 1969 and all liabilities legally subsisting against the said University, which have not passed on to the Calicut University on the basis of area-wise or purpose-wise division, shall pass to the University constituted under this Act.

1 *First Statutes and Ordinances.* - Notwithstanding anything contained in this Act, the first Statutes and the first Ordinances of the University shall be made by the Government.

2 *Repeal:-*The Kerala University Act, 1969 (9 of 1969), is hereby repealed.

#### 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, Ernakulam 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 *ultravires* 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.

**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)**

For Office use only



# UNIVERSITY OF KERALA

**THE KERALA UNIVERSITYACT, 1974**

**(Act 17 of 1974)**

**(As amended up to 1-1-2006)**

**THE KERALA UNIVERSITY ACT, 1974****(Act 17 of 1974)**

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*Zmm*

Director  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034

*Belis*

REGISTRAR  
in-charge

**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.

**ACT 17 OF 1974**  
**THE KERALA UNIVERSITYACT, 1974<sup>1</sup>**

*An Act to provide for the reorganisation of the University of Kerala*

Preamble:- WHEREAS, it is expedient to reorganise the University of Kerala with a view to establishing a teaching, residential and affiliating University for the southern districts of the State of Kerala;

BE it enacted in the Twenty-fifth Year of the Republic of India as follows:

**CHAPTER I**  
**Preliminary**

1 *Short title and commencement* :- (1) This Act may be called the Kerala University Act, 1974. It shall come into force on such date as the Government may by notification in the Gazette, appoint :

Provided that different dates may be appointed for different provisions of this Act and any reference in any such provision to the commencement of this Act shall be construed as a reference to the coming into force of that provision.

2. *Definitions* :- In this Act, unless the context otherwise requires :-

- (1) "Academic Council" means the Academic Council of the University ;
- (2) "affiliated college" means a college affiliated to the University in accordance with the provisions of this Act and the Statutes and in which instruction is provided in accordance with the provisions of the Statutes, Ordinances and Regulations;
- (3) "annual meeting" means one of the ordinary meetings of the Senate held every year under sub-section (1) of section 20 and declared by the Statutes to be the annual meeting of the Senate;
- (4) "Appellate Tribunal" means the Appellate Tribunal constituted under sub-section (1) of section 65;

Received the assent of the Governor on the 26th day of July, 1974 and published in the Kerala Gazette Extraordinary No. 568 dated 27th July, 1974.

- (5) "Board of Studies" means a Board of Studies of the University;
- (6) "Chancellor" means the Chancellor of the University;
- (7) "college" means an institution maintained by, or affiliated to the University in which instruction is provided in accordance with the provisions of the Statutes, Ordinances and Regulations;
- (8) "department" means a department designated as such by the Ordinances or Regulations with reference to a subject or group of subjects;
- (9) "educational agency" means any person or body of persons who or which establishes and maintains a private college or more than one private college;
- (10) "faculty" means a faculty of the University;
- (11) "Government college" means a college maintained by the Government and affiliated to the University;
- (12) "hostel" means a unit of residence for the students of the University or the colleges or institutions maintained by, or affiliated to, the University in accordance with the provisions of this Act, or the Statutes or Ordinances;
- (13) "non-teaching staff" of the University or a college means the employee of the University or that college, other than teachers;

- (14) “prescribed” means prescribed by this Act, or the Statutes, Ordinances, Regulations, rules or bye-laws made there under;
- (15) “principal” means the head of a college;
- (16) “private college” means a college maintained by an educational agency other than the Government of the University and affiliated to the University;
- (17) “Pro-Chancellor” means the Pro Chancellor of the University;
- (18) “Pro-Vice-Chancellor” means the Pro-Vice-Chancellor of the University;
- (19) “recognized institution” means an institution for research or special studies, other than an affiliated college, recognized as such by the University;

<sup>2</sup>[\*\*\*\*\*]

Clause 20 omitted by Act 2 of 2005, w.e.f. 6-1-2005

- (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;]<sup>3</sup>
- (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,

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;

<sup>4</sup>[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;

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

(v) to grant diplomas, certificate or other distinctions to persons who shall have pursued a prescribed course of study under prescribed conditions;

(vi) to withdraw or cancel degrees, titles, diplomas, certificates of other distinctions under conditions that may be prescribed by the Statutes, after giving the person affected a reasonable opportunity to present his case;

(vii) to supervise and control the residence and discipline of students of the university, colleges and recognised institutions and to make arrangements for promoting their health and general welfare;

(viii) to recognize hostels which are maintained by bodies other than the university and to withdraw such recognition;

(ix) to exercise such control over the students as will ensure their physical and moral well-being;

(x) to constitute a Board to entertain and if it thinks fit to adjudicate and to redress any grievances of the students of colleges, who may for any reason be aggrieved otherwise than by an Act of the Court;

<sup>5</sup>[xa) to fix the minimum infrastructural facilities that shall be provided in an unaided college;

(xb) to fix the qualification of teachers and non-teaching staff of an un-aided college.]

(xi) to fix the fees payable to the University and to demand and receive such fees;

(xii) to fix and regulate, with the previous sanction of the Government, the fees payable in colleges and recognized institutions affiliated to the University;

(xiii) with the previous sanction of the Government, to regulate the emoluments and pattern and to prescribe the duties and conditions of service of teachers and non-teaching staff in private colleges;

(xiv) to hold and manage endowments and bursaries and to institute and award, fellowships, scholarships, studentships, medals and prize and to organize exhibitions;

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

- (xv) to institute and provide funds wherever necessary for the maintenance of
    - (a) A Students' Advisory Bureaus;
    - (b) An employment Bureau;
    - (c) A University union for students;
    - (d) University Atheletic Clubs;
    - (e) The National Cadet Corps;
    - (f) the National Service Scheme;
    - (g) University Extension Boards
    - (h) Students' Cultural and Debating Societies;
    - (i) A Translation and Publication Bureau; and
    - (j) Co-operative societies and other similar institutions for promoting the Welfare of students and employees of the University;
  - (xvi) to co-operative with other Universities or any authorities or associations in such manner and for such purposes as the University may determine;
  - (xvii) to do all such other acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the University as a teaching and examining body, and to cultivate and promote arts, science and other branches of learning;
  - (xviii) to take and hold any property, movable or immovable, which may become vested in it for the purpose of the University by purchase, grant, testamentary disposition or otherwise and to grant, demise, alienate or otherwise dispose of all or any of the properties belonging to the University and also to do all other acts incidental or appertaining to a body corporate;
  - (xix) to direct, manage and control all immovable and movable properties transferred to the University by the Government;
  - (xx) to co-ordinate, supervise, regulate and control the conduct of teaching and research work in the affiliated colleges and the institution recognized by the University;
  - (xxi) to define the powers and duties of the officers of the University other than the Vice-Chancellor;
  - (xxii) to provide for the inspection of affiliated colleges and to issue such directions as the University may deem fit;
  - (xxiii) to establish, maintain and manage colleges, institutes of research and other institutions of higher studies;
  - (xxiv) to affiliate to itself colleges in accordance with the provisions of this Act, and the Statutes, Ordinances and Regulations and to withdraw affiliations of colleges;
  - (xxv) to institute professorships, readerships, lectureships and any other teaching and research posts required by the University and to appoint persons to such professorships, readerships, lectureships and other teaching and research posts;
  - (xxvi) to establish, maintain and manage hostels;
  - (xxvii) with the previous sanction of the Government as regards the purpose and amount of loan and subject to such conditions as may be specified by the Government as to security and rate of interest, to borrow any sum of money from the Central Government, any other Government, the University Grants Commission or any other incorporated body; and
  - (xxviii) generally to do such other acts as may be required to further the aims and purpose of this Act.
6. *University open to all classes and creeds*:- (1) No person shall, on grounds only of religion, race, caste, sex, descent, place of birth, residence, language, political opinion or any of them, be

ineligible for or discriminated against, in respect of any employment or office under the University or membership of any of the authorities or bodies of the University or admission to any degree or course of study in the University.

Provided that the University may, in consultations with the Government affiliate any college or recognize any institution, exclusively for women either for education, instruction or residence, or reserve for women or members of socially and educationally backward classes or of Scheduled Caste or Scheduled Tribes, places for the purpose of admission as students in any college or institution maintained or controlled by the University.

- (2) In making appointments by direct recruitment to posts in any class or category in each department under the University, or to posts of non-teaching staff in the University, the University shall *mutatis mutandis* observe the provisions of clauses (a), (b) and (c) of rule 14 and rules 15 to 16 and 17 of the Kerala State and Subordinate Service Rules, 1958, as amended from time to time.

### CHAPTER III

#### The Chancellor, Pro-Chancellor and officers of the University

7. *The Chancellor* :- (1) The Governor of Kerala shall, by virtue of his office, be the Chancellor of the University.

(2) The Chancellor shall be the head of the University and shall, when present, preside at meetings of the Senate, and at any convocation of the University.

(3) The Chancellor may, by order in writing, annul any proceeding of any of the authorities of the University which is not in conformity with this Act, the Statutes, the Ordinances, the Regulations, the rules or the bye-laws:

Provided that, before making any such order, the Chancellor shall call upon such authority to show cause why such an order should not be made and consider the cause, if any, shown by such authority within a reasonable time.

(4) The Chancellor shall, when an emergency arises, have the right to suspend or dismiss any of the authorities of the University and to take measures for the interim administration of the University.

(5) Every proposal for the conferment of an honorary degree shall be subject to confirmation by the Chancellor.

(6) An appeal shall lie to the Chancellor against any order of dismissal passed by the Syndicate of the Vice-Chancellor against any person in the service of the University.

(7) An appeal under sub-section (6) shall be filed within sixty days from the date of service of the order of dismissal on the person concerned.

(8) The Chancellor shall before passing any order on an appeal under sub-section (6), refer the matter for advice to a Tribunal appointed by him for the purpose.

(9) The Chancellor shall have power to remove the Vice-Chancellor or the Pro-Vice Chancellor from office by an order in writing on

charges of misappropriation or mismanagement of funds or misbehaviour :

Provided that such charges are proved by an enquiry conducted by a person who is or has been a judge of the High Court or the Supreme Court appointed by the Chancellor for the purpose:

Provided further that the Vice-Chancellor or the Pro-Vice-Chancellor shall not be removed under this section unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

(10) The Chancellor shall have such other powers as may be conferred on him by this Act or the Statutes.

8. *The Pro-Chancellor:-* (1) The Minister for the time being administering the subject of education in the State shall be the Pro-Chancellor of the University.

2) In the absence of the Chancellor or during his Inability to act, the Pro-Chancellor shall exercise all the power and perform all the functions of the Chancellor.

9. *Officers of the University :-* The following shall be the officers of the University, namely:-

(i) the Vice-Chancellor;

(ii) the Pro-Vice-Chancellor;

(iii) the Registrar;

(iv) the Controller of Examinations;

(v) the Finance Officer; and

(vi) such other officers in the service of the University, as may be declared by the Statutes to be officers of the University.

2 *The Vice-Chancellor :-* (1) The Vice-Chancellor shall be appointed by the Chancellor on the unanimous recommendation of a Committee appointed by him consisting of three members, one elected by the Senate, one nominated by the Chairman of the University Grants Commission and the third nominated by the Chancellor. The Chancellor shall appoint one of the members of the Committee to be its Convener. The Committee shall make its recommendation within a period of three months of its appointment.

(2) In case the Committee appointed under sub-section (1) is unable to recommend a name unanimously, the Vice-Chancellor shall be appointed by the Chancellor from among the panel of three names submitted to him by the Committee within the period specified in the preceding sub-section.

(3) In case the Committee fails to make a unanimous recommendation as provided in sub-section (1) or to submit a panel as provided in sub-section (2) each member of the Committee may submit a panel of three names to the Chancellor and the Vice-Chancellor shall be appointed from among the person mentioned in the panels.

(4) Non-submission of the panel under sub-section (3) by any member of the Committee shall not invalidate the appointment of the Vice-Chancellor.

(5) No person who is more than sixty years of age shall be appoint as Vice-Chancellor.

(6) The Vice-Chancellor shall hold office for a term of four years from the date on which he enters upon his office and shall be eligible for reappointment :

Provided that a person shall not be appointed as Vice-Chancellor for more than two terms.

<sup>6</sup>[(7) The remuneration payable to, and the other conditions of service of, the Vice-Chancellor shall be determined by the Chancellor;]

(8) The Vice-Chancellor shall be the principal academic and executive officer of the University.

(9) The Vice-Chancellor shall be the Chairman of the Senate, the Syndicate, the Academic Council, the Students' Council and the Finance Committee and shall be entitled to be present at and to address any meeting of any authority of the University, but shall not be entitled to vote thereat unless he is a member of the authority concerned.

(10) In the event of equality of votes at any meeting of the Senate, the Syndicate or the Academic Council or of any other authority, at which the Vice-Chancellor is the Chairman, he shall have and exercise a casting vote,

Substituted by Act 19 of 1979, w.e.f. 19-5-1979

(11) It shall be duty of the Vice-Chancellor to ensure that the provisions of the Act, the

Statutes, the Ordinances, the Regulations, the rules and the bye-laws are faithfully observed and carried out, and he shall have all powers necessary for this purpose.

(12) The Vice-Chancellor shall have the right of visiting and inspecting colleges and other institutions maintained by, or affiliated to, the University.

(13) If at any time except when the Syndicate or the Academic Council is in session, the Vice-Chancellor is satisfied that an emergency has arisen requiring him to take immediate action involving the exercise of any power vested in the Syndicate or the Academic Council by or under this Act the Vice-Chancellor may take such action as he deems fit, and shall, at the next session of the Syndicate or the Academic Council, as the case may be, report the action taken by him to that authority for such action as it may consider necessary.

(14) Subject to the provisions of the Statutes and the Ordinances, the Vice-Chancellor shall have power to appoint, suspend, dismiss or otherwise punish any member of the establishment of the University below the rank of Deputy Registrar:

Provided that he may delegate any of his powers under this sub-section to the Pro-Vice-Chancellor or the Registrar.

(15) The Vice-Chancellor shall have power to convene meetings of the Senate, the Syndicate, the Academic Council and any other authorities of the University.

<sup>7</sup>(15A) Notwithstanding anything contained in this Act or in the Statutes or Ordinances made or deemed to have been made there under, the Vice-Chancellor may. If he is satisfied that the number of examiners in the panel of examiners approved by the Syndicate for the conduct of an examination is not sufficient for the conduct of the examination and that approval of another panel of examiners by the Syndicate will entail delay in the conduct of such examination, nominate such additional number of examiners as may be necessary for the conduct of such examination.

(15B) Any person nominated by the Vice-Chancellor under sub-section (15A) shall be deemed to be an examiner included in the panel approved by the Syndicate].

Inserted by Act 23 of 1978, w.e.f. 21-4-1978

(16) It shall be the duty of the Vice-Chancellor to see that the proceedings of the University are carried on in accordance with the provisions of this Act, the Statutes, the Ordinance, the Regulations, the rules and the bye-laws and to report to the Chancellor every proceeding which is not in conformity with such provisions.

(17) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Statutes.

(18) In the event of a temporary vacancy occurring in the Office of the Vice-Chancellor, or where the Vice-Chancellor is temporarily absent, the Chancellor shall make necessary arrangements for exercising the powers and performing the duties of the Vice-Chancellor.

(19) In the event of a permanent vacancy occurring in the Office of the Vice-Chancellor, the Chancellor shall initiate action for the appointment of the Vice-Chancellor within one month of the occurrence of the vacancy and pending such appointment make necessary arrangements for exercising the powers and performing the duties of the Vice-Chancellor.

*The Pro-Vice-Chancellor :-* (1) The Chancellor may, if he considers it necessary, appoint a Pro-Vice-Chancellor <sup>8</sup>[\*\*\*\*\*].

(2) No person who is more than fifty-six years of age shall be appointed as Pro-Vice-Chancellor.

(3) The Pro-Vice-Chancellor shall be a whole-time salaried Officer of the University.

(4) The Pro-Vice-Chancellor shall hold Office for a term of four years and shall be eligible for re-appointment.

(5) The salary and other conditions of service of the Pro-Vice-Chancellor shall be determined by the Chancellor.

(6) Subject to the provisions of this Act and the Statutes, Ordinances and Regulations, the powers and functions of the Pro-Vice-Chancellor shall be determined by the Chancellor in consultation with the Vice-Chancellor.

12. *The Registrar:-* (1) The Registrar shall be a whole-time salaried officer of the University and shall be appointed by the Syndicate for such period and on such terms as may be prescribed by the Statutes.

8. Omitted by Act 24 of 1986, w.e.f. 5-10-1984

(2) The Registrar shall exercise such powers and perform such duties as may be prescribed by the Statutes.

(3) Suits by or against the University shall be instituted by or against the Registrar.

13. *The Controller Examinations :-* (1) The Controller of Examinations shall be a whole-time salaried officer of the University and shall be appointed by the Syndicate for such period and on such terms as may be prescribed by the Statutes.

(2) The Controller of Examinations shall exercise such powers and perform such duties as may be prescribed by the Statutes.

14. *The Finance Officer :-* (1) The Finance Officer shall be a whole-time salaried officer of the University and shall be appointed by the Syndicate for such period and on such terms as may be prescribed by the Statutes.

(2) The Finance Officer shall exercise such powers and perform such duties as may be prescribed by the Statutes.

15. *Appointments to be notified:-* The appointments of the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar, the Controller of Examinations and the Finance Officer shall be notified in the Gazette.

## CHAPTER IV

### Authorities of the University

16. *Authorities of the University :-* The following shall be authorities of the University, namely:-

- (i) the Senate;
- (ii) the Syndicate;
- (iii) the Academic Council;
- (iv) the Faculties;
- (v) the Board of Studies;
- (vi) the Students' Council;

(vii) the Finance Committee; and

(viii) Such other Boards or bodies of the University as may be declared by the Statutes to be authorities of the University.

17. *Senate :-* The Senate shall consist of the following members, namely:-  
Ex-officio members

- (1) The Chancellor

- (2) The Pro-Chancellor
- (3) The Vice-Chancellor
- (4) The Pro-Vice-Chancellor
- (5) The Finance Secretary to Government or an officer not below the rank of Joint Secretary nominated by him.
- (6) The Director of Public Instruction.
- (7) The Director of Collegiate Education
- 9[(8) The Secretary to government or the Additional Secretary to Government, General Education Department, to be nominated by the Government.
- (9) The Secretary to Government or the Additional Secretary to Government, Higher Education Department, to be nominated by the Government.

<sup>10</sup>[(9a) The Secretary to Government, Information Technology Department or an officer of the Information Technology Department not below the rank of Joint Secretary, nominated by him.]

- (10) The Director of Technical Education
- (11) The Chairman, State Advisory Board of Education
- (12) The Mayor of Thiruvananthapuram
- (13) Seven Heads of University Departments who are not otherwise members of the Senate, to be nominated in the order of seniority by the Chancellor by rotation.
- (14) Four Deans of the Faculties of the University who are not otherwise members of the Senate, to be nominate in the order of seniority by the Chancellor by rotation.
- (15) The Chairman of the University Union.

#### Elected Members

- (1) Seven Principals elected from among themselves, of whom two shall be from among Principals of Government Colleges, one from

9 Substituted by Act 19 of 1979, w.e.f. 19-5-1979 10 Inserted by Act 9 of 2001, w.e.f. 14-9-2001

among Principles of Professional Colleges and one from among Principals of junior Colleges.

<sup>11</sup>[\*\*\*\*\*]

- (3) Six members elected by the members of the Legislative Assembly of Kerala from among the members representing electroate of the University area, of whom one shall be a member of a Scheduled Caste.
- (4) Three members elected by the Teachers of the University from among themselves.
- (5) Five members elected by the Teachers of the government Colleges from among themselves.
- (6) Sixteen members elected by the Teachers of private Colleges from among themselves.
- (7) One member elected by the members of the Local Authorities of each District in the University area from among their themselves.

(8) Two members elected by the registered Trade Unions in the University area designated by Statutes, from among their members.

(9) One member elected by the members of the non-teaching staff of the University from among themselves.

(10) Three members elected by the members of the non-teaching staff of the affiliated Colleges from among themselves of whom one shall be a members of the non-teaching staff of a Government Colleges

(11) Four members elected by the Managers of the Private Colleges in the University area from among themselves.

(12) Ten members elected by the Members of the General Council of the University Union from among full-time students, of whom one shall be a post-graduate student, one shall be a research Scholar, one shall be the student of a professional college and one shall be a lady student.

#### Life Members

Persons who were life members of the Senate of the Kerala University immediately before the commencement of this Act shall be deemed to be life members of the Senate under this Act.

Item 2 omitted by Act 2 of 2005, w.e.f. 6-1-2005

#### Other Members

(1) Two Headmasters of High Schools and two Teachers of Schools, situated within the University area, nominated by Chancellor.

(2) Not more than nine members nominate by the Chancellor representing (i) recognized Research Institutions; (ii) recognized Cultural Associations, (iii) Chambers of Commerce, (iv) Industries; (v) Authors; (vi) Journalists; (vii) Lawyers; (viii) Sports and (ix) Linguistic minorities.

(3) Four students nominated by the Chancellor, one having outstanding academic ability in humanities, one having outstanding ability in Science, one having outstanding ability in sports and one having outstanding ability in fine arts.

[(4) Not more than four experts nominated by the Government from the fields of Information Technology and Bio-technology]<sup>12</sup>

18. *Reconstitution of the Senate*:- (1) The Senate shall be reconstituted every four years.

(2) The term of Office of any member referred to in items (13) and (14) under the heading "Ex-officio Members" in section 17 shall be two years from the date of his nomination.

(3) Every member of Senate, other then ex-officio and lifemembers, shall subject to the provisions of this Act and the Statutes, hold office until the next reconstitution of the Senate:

Provided that no member nominated or elected in his capacity as a member of a particular Body or as the holder of a particular office shall hold office for a longer period than three months after he has ceased to be such member or holder of such office, unless in the meanwhile he again becomes a member of that electorate:

Provided Further that where an elected or nominated member of the Senate is appointed temporarily to any office, by virtue of which he is entitled to be a member of the Senate *ex-officio*, he shall, by notice in writing signed by him and communicated to the Vice-Chancellor within seven days from the date of his taking charge of his appointment, choose whether he will continue to be a

Inserted by Act 9 of 2001, w.e.f. 14-9-2001

member of the Senate by virtue of his election or nomination or whether he will vacate office as such member and become a member *ex-officio* by virtue of his appointment, and such choice shall be final:

Provided also that the term of office of a member referred to in item (12) under the heading

“Elected members” in section 17 or a member referred to in item (3) under the heading “Other Members” in that section shall be one year from the date of his election or nomination, as the case may be.

<sup>13</sup> [(3A) Notwithstanding anything contained in the first proviso to subsection (3), a Principal elected under item (1), or a teacher of a Government college elected under item (5), or a teacher of a private college elected under item (6), or a member of the non-teaching staff of an affiliated college elected under item (10), under the heading “Elected Members” in section 17 shall not cease to be a member of the Senate merely on the ground

(a) that he has been transferred to an educational institution within the State, situated beyond the territorial limits of the University; or

(b) that the college of which he is the Principal or in which he is a teacher or a member of non-teaching staff has been transferred to another University; or

(c) in the case of a teacher, that he has been promoted as Principal.

<sup>14</sup> [(3B) Notwithstanding anything contained in this Act or in the Statutes, no person elected under item (2) under the heading “Elected Members” in section 17 shall not cease to be a member of the Senate merely on the ground that he has cease to be employed or normally resident within the territorial limits of the University.]

(4) On failure of a member to make the choice under the second proviso to sub-section (3), he shall be deemed to have vacated his office as an elected or nominated member.

(5) When a person ceases to be a member of the Senate, he shall cease to be a member of any of the authorities of the University of which he may happen to be a member by virtue of his membership of the Senate.

13 Inserted by Act 23 of 1977, w.e.f. 1-2-1976 14 Inserted by Act 23 of 1979, w.e.f. 27-10-1979

19. *Powers and functions of the Senate* :- (1) The Senate shall be the supreme authority of the University and shall have the power to review the action of the Syndicate and the Academic Council save where the Syndicate or the Academic Council has acted in accordance with the powers conferred upon it under this Act, the Statutes, the Ordinances or the Regulations, and shall exercise all the powers of the University not otherwise provided for by this Act or the Statutes:

Provided that if any question arises as to whether the Syndicate or the Academic Council has acted in accordance with such powers as aforesaid or not, the question shall be decided by the Chancellor and his decision shall be final.

(2) Save as otherwise expressly provided in this Act, the Senate shall have the following powers, namely:

(a) to determine what degrees, diplomas and other academic distinctions shall have the following powers, namely:

(b) to make, amend or repeal Statutes either of its own motion or on the motion of the Syndicate;

(c) to cancel or amend by a majority of the total membership of the Senate and by a majority of not less than two-third of the members present and voting, any Ordinance passed by the Syndicate or any Regulation passed by the Academic Council:

Provided that no Regulation shall be cancelled or amended by the Senate without giving the Academic Council an opportunity to state its opinion on the proposed cancellation or amendment;

(d) to institute fellowships, scholarships, studentships, bursaries, medals and prize and organize exhibitions in accordance with the provisions of this Act and the Statutes, Ordinances and Regulations;

(e) to institute professorships, readerships, lectureships, and such other teaching or research posts as it may deem necessary;

- (f) to establish and maintain such institutions, as it may from time to time deem necessary;
- (g) to prescribe with the previous concurrence of the Government the terms and conditions of service of the employees of the University;
- (h) with the previous concurrence of the Government, to regulate the emoluments and prescribe the duties and conditions of service of teachers and non-teaching staff in private colleges;
- (i) to review and take such action as it may deem fit on the annual report and the annual accounts of the University which shall be placed before it by the Syndicate and to consider and pass the budget according to the provisions of the Statutes;
- (j) to cancel any degree, diploma title or any other distinction granted to any person in accordance with the provisions of the Statutes;
- (k) to appoint committees and to delegate to them such functions of the Senate as it may deem fit;
- (l) to make Statutes regulating the method of election to the authorities of the University, the procedure at the meetings of the Senate, the Syndicate and other authorities of the University and the quorum of members required for the transaction of business by the authorities of the University other than the Senate;
- (m) to recommend to the Government the recognition of any local area within the University area as a University Centre;
- (n) to co-operate with other Universities and other authorities in such manner and for such purposes as it may determine;
- (o) to exercise such other powers and perform such other functions as may be assigned to it by this Act and the Statutes.

20. *Meeting of the Senate*:- (1) The Senate shall meet at least once in four months on dates to be fixed by the Vice-Chancellor, and one of such meetings shall be called the annual meeting.
- (2) One-fifth of the total number of members of the Senate shall be the quorum for a meeting of the Senate:

Provided that such quorum shall not be required for a Convocation of the University or a meeting of the Senate held for the purpose of conferring degrees, titles, diplomas or other distinctions.

- (3) The Vice-Chancellor may, whenever he thinks fit and shall, within thirty days of the receipt of a requisition in writing signed by not less than one-fourth of the total number of members of Senate convene a special meeting of the Senate.
- (4) When a special meeting is convened on requisition, no subject other than that shown in the requisition shall be considered at the meeting.

21. *The Syndicate* :- The Syndicate shall be the Chief Executive body of the University and shall consist of the following members, namely:-

Ex-officio Members

- (a) The Vice-Chancellor
- (b) The Pro-Vice-Chancellor
- (c) The Secretary to government, Higher Education or an officer not below the rank of a Joint Secretary nominated by him
- (d) The Director of Public Instruction <sup>15</sup> [(e) The Director of Collegiate Education.] <sup>16</sup> [(f) The Secretary to Government, Information Technology

Department or an officer of the Information technology Department not below the rank of a Joint Secretary, nominated by him.]

Other members

(a) <sup>17</sup>[Thirteen members] elected by the Senate from among themselves, of whom (i) <sup>18</sup>[seven shall be persons who are not teachers, of whom one shall be a person belonging to a Scheduled caste or a Scheduled Tribe.] (ii) two shall be Principals of first grade colleges, of whom one shall be the principal of a Government college, and (iii) four shall be teachers who are not Principals, of whom one shall be a University teacher and one shall be a teacher of a Government College.

(b) One member elected by the Senate from among the members referred to

(i) in item (15) under the heading “*Ex-officio Members*”;

(ii) in item (12) under the heading Elected, and

(iii) in item (3) under the heading “*Other Members*”; in section 17.

15 Inserted by Act 19 of 1979, w.e.f.  
19-5-1979

16 Inserted by Act 9 of 2001, w.e.f.  
14-9-2001

17 Substituted by Act 16 of 1990,  
w.e.f. 26-4-1990

18 Substituted by Act 16 of 1990,  
w.e.f. 26-4-1990

<sup>19</sup>[(c)The members referred to in item (4) under the heading “*Other members*” in section 17, nominated by Government]

22. *Term of office of members of Syndicate* : <sup>20</sup>(1) Members of the Syndicate other than ex-officio members, shall hold office for a term of four year [from the date of their election or nomination, as the case may be]<sup>21</sup>

Provided that no person elected in his capacity as a member of a particular body or as the holder of a particular office shall be a member of the Syndicate for a longer period than three months after he has ceased to be such member or holder of such officer unless in the mean - while he again becomes a member of that electorate or the holder of that office :

Provided further that the member referred to in item (b) under the heading “*Other Members*” in section 21 shall hold office for a Period of one year from the date of his election or till he ceases to be a member of the Senate, whichever is earlier:

<sup>22</sup>[Provided also that the term of the Syndicate shall be coterminus with the term of the Senate.]

Provided also that no person other than an *ex-officio* member shall be eligible to hold office for more than two terms in succession.

<sup>23</sup>[(2) Notwithstanding anything contained in the first Provision to sub-section (i), a member of the Syndicate referred to in sub item (ii) of item (a) under the heading “*Other Members*” in section 21, or referred to in sub-item (iii) of that item who is a teacher of a private college or a Government college, shall not cease to be such member merely on the ground that :-

(a) he had been transferred to an educational institution within the State, situated beyond the territorial limits of the University; or

(b) the college of which he is the principal or in which he is a teacher or a member of the non-teaching staff has been transferred to another University; or

(c) In the case of a teacher, he has been promoted as principal.]

19 Inserted by Act 9 of 2001, w.e.f.

14-9-2001

20 Renumbered by Act 23 of 1977,  
w.e.f. 1-2-1976

21 Substituted by Act 9 of 2001,  
w.e.f. 14-9-2001

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

23 Inserted by Act 23 of 1977, w.e.f.  
1-2-1976

23. *Powers of Syndicate* :- Subject to the provisions of this Act and the Statutes, the executive powers of the University including the general superintendence and control over the institutions of the University shall be vested in the Syndicate and subject likewise the Syndicate shall have the following powers, namely:-

(i) to affiliate institutions in accordance with the terms and conditions of such affiliation prescribed in this Act and the statutes;

(ii) to make Ordinances and to amend or repeal the same;

(iii) to propose Statutes for the consideration of the Senate;

(iv) to hold, control and administer the properties and funds of the University;

(v) to direct the form, custody and use of the common seal of the University;

(vi) to arrange for an direct the inspection of colleges, hostels and other insitutions and to constitute a Board of Inspection for that purpose;

(vii) to establish, maintain and manage colleges and institutes of research and other institutions of higher learning as it may from time to time deem necessary;

(viii) to appoint teachers and other employees of the University and prescribe their duties;

(ix) to create administrative, ministerial and other necessary posts;

(x) to suspend, discharge, dismiss or otherwise take any disciplinary action against teachers and other employees of the University after giving them reasonable opportunity to defend their position;

(xi) with the previous sanction of the Government, to fix and regulate the fee payable by students in colleges affiliated to the University;

(xii) to award fellowships, scholarships, studentships, bursaries, medals and prizes;

(xiii) to exercise supervision and control over the residence and discipline of students;

(xiv) to consider to financial estimate of the University and submit them to the Senate in accordance with provisions of the Statutes made in this behalf;

(xv) to conduct University Examinations and approve and publish the results thereof;

(xvi) to appoint members to the Boards of Studies;

(xvii) to approve panel of examiners and to fix their remuneration;

(xviii) to approve the appointment of teachers in private colleges:

(xix) to delegate any of its powers to the Vice-Chancellor or to a committee appointed from among its members;

- (xx) to arrange for and direct the investigation into the affairs of private colleges, to issue instructions for maintaining their efficiency, for ensuring proper conditions of employment of members of their staff and payment of adequate salaries to them, and in case of disregard of such instructions to modify the conditions of affiliation or recognition or take such other steps as it deems proper in that behalf;
- (xxi) to withhold or cancel the result of any candidate at any University examination;
- (xxii) to accept endowments, bequests, donations and transfers of any movable and immovable properties to the University on its behalf, provided that all such endowments, bequests, donations and transfer shall be reported to the Senate at its next meetings;
- (xxiii) to exercise the powers of the University under clause (xxvii) of section 5;
- (xxiv) to exercise such other powers and perform such other duties as may be prescribed by this Act, the Statutes, the Ordinances, the

Rules, the bye-laws and the orders.

[23A. *Special power of the Syndicate*:- Notwithstanding any thing contained in this Act, the Syndicate shall exercise all the powers and perform all the functions of the Senate except the power of review under sub-section (1) of section 19 till the reconstitution of the Senate.]<sup>24</sup> .

<sup>24</sup> Inserted by Act 2 of 1994, w.e.f. 22-10-1993

24. *The Academic Council*:- (1) The Academic Council shall be the academic body of the University.
- (2) The Academic Council shall, subject to the provisions of this Act and the Statutes, have the control and general regulation and be responsible for the maintenance of Standards, of instruction, education and examinations within the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.
- (3) The Academic Council shall consist of the following members, namely:
- (a) the Vice-Chancellor;
  - (b) the Pro-Vice-Chancellor;
  - (c) the Director of Public Instruction;
  - (d) the Director of Technical Education;
  - (e) the Director of Collegiate Education;
  - (f) the Director of Research and Studies;
  - (g) the Director of Physical Education;
  - (h) the Deans of Faculties;
  - (i) the General Secretary of the University Union;
  - (j) all the Heads of University Departments of study and research, who are not Deans of facilities;
  - (k) all members of the Syndicate who are not otherwise members of the Academic Council;
  - (l) five members (other than Deans of Faculties) of whom at least one shall be a principal of a Government professional college, elected by the principals of professional colleges from among themselves;
  - (m) seven members (other than Deans of Faculties) of whom at least one shall be a principal of

a Government College, elected by the principals of first grade colleges, other than colleges of oriental languages, from among themselves;

(n) two members (other than Deans of Faculties) elected by the principals of junior colleges from among themselves;

(o) one principal of a college of oriental languages, not being a Dean of Faculty, nominated by the Chancellor by rotation according to seniority;

(p) one member each of every subject of study (not being a Deans of Faculty or head of a University department or principal) elected by the teachers of that subject from among themselves;

(q) one headmaster and one teacher of secondary school in the University area nominated by the Chancellor;

(r) one member representing each faculty, elected by the full-time post graduate students of the faculty from among themselves;

(s) five external experts to be nominated by the Chancellor.

(4) Members of the Academic Council, other than the members specified in clauses (a) to (g) of sub-section (3) shall hold office for a term of four years from the date of their appointment or nomination, as the case may be :

Provided that a person who has become a member of the Academic Council in the capacity of a student shall cease to hold office on his ceasing to be a student.

25. *Powers and duties of Academic Council*:- Subject to the provisions of this Act and the Statutes, the Academic Council shall have the following powers, duties and functions, namely:-

(i) to advise the Senate and the Syndicate on all academic matters;

(ii) to make Regulations and to amend or repeal the same;

(iii) to prescribe the courses of studies in the institutions maintained by, or affiliated to, the University;

(iv) to prescribe the qualifications of teachers

(a) in colleges; and

(b) in the institutions maintained by the University;

(v) to prescribe the qualifications for the admission of students to the various courses of studies and to the examinations and the conditions under which exemptions may be granted;

(vi) to make provision for the admission of students to the various courses of studies on the basis of merit, in order to maintain standards of education;

(vii) to make proposals for the instruction and training in such branches of learning as it may think fit;

(viii) to make proposals for research and advancement and dissemination of knowledge;

(ix) to make proposals for the institution of professorships, readerships, lecturer ships and other teaching and research posts required by the University;

(x) to make proposals for the institution of fellowships, travelling fellowships, scholarships, studentships, medals and prizes;

(xi) to make proposals for determining what degrees, diplomas and other academic distinctions shall be granted by the University;

(xii) to decide what examinations of other Universities may be accepted as equivalent to those of the University and to negotiate with other Universities for the recognition of the examinations of the University;

(xxiii) to arrange for the co-ordination of studies and teaching in affiliated colleges and recognized institutions;

(xiv) to exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act or the Statutes, Ordinances, Regulations, Rules or bye-laws.

*Faculties*-(1) The University may have such faculties as may be prescribed by the Statutes from time to time.

(2) Each faculty shall, subject to the control of the Academic Council have charge of the teaching and the courses of study and research in such subjects as may be assigned to such faculty by the Ordinances or Regulations.

(3) Each faculty shall consist of :

- (a) the Chairman of the Boards of Studies comprised in the faculty;
- (b) two members elected from each Board of Studies; and
- (c) not less than five and more than ten members nominated by the syndicate;

(4) Each faculty shall comprise such departments of teaching as may be prescribed by the Ordinances.

(5) Subject to the provisions of this Act, each faculty shall exercise such powers and perform such duties as may be prescribed by the Statutes.

(6) The members of faculties mentioned in sub-clause (3) shall hold office for a period of three years from their date of nomination or election as the case may be.

27. *Deans of faculties*.<sup>25</sup> [(1) There shall be a Dean of each faculty, who shall be nominated by the Chancellor in consultation with the Vice-Chancellor.]

(2) The Dean of each faculty shall be responsible for the due observance of the Statutes, Ordinances, Regulations and bye-laws relating to that faculty.

(3) The Dean of a faculty shall hold office for a term of two years and shall be eligible for [re-nomination.]<sup>26</sup>

28. *Boards of Studies*.- (1) There shall be a Board of Studies attached to each department of study in the University:

Provided however that post- graduate studies in each department may have separate Board of Studies.

(2) The constitution and powers of the Boards of Studies shall be prescribed by the Statutes.

(3) Members of Boards of Studies shall hold office for a period of three years from the date of their entering into office.

29. *Student's Council*-(1) There shall be a Students' Council in the University.

(2) The Students' Council shall consist of the following members, namely:

Ex-officio Members

- (a) The Vice-chancellor who shall be the Chairman of the Council.
- (b) The Chairman of the University Union.
- (c) The General Secretary of the University Union.

25 Substituted by Act 6 of 1976, w, e. f. 22-3-1976. 26 Substituted by Act 6 of 1976, w. e. f. 22-3-1976

(d) The Director, National Cadet Corps.

(e) The Officer-in charge of the National Service Scheme in the University.

(f) The Director of Physical Education.

(g) The Director of Youth Affairs who shall be the

Vice-Chairman of  
the Council.

#### Elected Members

- (a) Ten members, not being members of the Senate or the Academic Council, elected by the members of the General Council of the University Union from among themselves, of whom two shall be women.
- (b) Three members elected from among the full time students of the departments of the University in such manner as may be prescribed.
- (c) Two members, other than students, elected by the members of the Senate from among themselves.
- (d) One member elected by the members of the Syndicate from among themselves.
- (e) One member elected by them members of the Academic Council from among themselves.

#### Other Members

Five students who have distinguished themselves in academic field sports or fine arts, nominated by the Vice-Chancellor after giving due consideration to the representation of special interest.

(3) A member nominated by the Vice-Chancellor in consultation with the Chairman of the University Union from among the elected Student members of the Council shall be the Secretary to the Council.

(4) The members of the Student's Council other than ex-officio members shall hold office for a term of one year from the date of their election or nomination, as the case may be.

30. *Powers and duties of Student's Council*- (1) Subject to the provisions of this Act and the Statutes, the Students' Council shall have the following powers, duties and functions, namely:-

(a) to make recommendations to the Syndicate and to the Academic Council in matters affecting the academic work of the students, such as the structure of courses and pattern of institution, the corporate life of the University in so far as it concerns the students, and the co-curricular and extra-curricular activities in the University;

(b) to make suggestions to the syndicate and Academic Council in respect of all rules relating to discipline or welfare of the students, sports, working of literary and other societies, management of hostels, student homes and non-resident student centres, extension work, social work, students' health, National Service Scheme and National Cadet Corps and such other matters as may be specified in the Statutes;

(c) to communicate its view, observations and recommendations to any authority of the University in respect of any matter which concerns the students :

Provided that if any question arises as to whether a matter does or does not concern the students, the question shall be decided by the Chairman of the Students' Council and his decision shall be final;

(d) to take such steps as are necessary for the general welfare of students;

(e) to exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act or the Statutes, Ordinances or Regulations,

(2) The Vice Chancellor shall cause to be laid before the Senate and the Students' Council in such manner as may be prescribed by the Statutes periodical reports detailing the recommendations and suggestions made by the Students' Council and the action taken thereon by the authorities to which such recommendations and Suggestions made by the Student's Council and the action taken thereon by the authorities to which such recommendations and suggestions were made.

31. *Finance Committee*. -(1) There shall be a Finance Committee to give advice to the University on

any question affecting its finances.

- (2) The Finance Committee shall consist of the following members, namely:
- (a) the Vice- Chancellor who shall be the Chairman;
  - (b) the Pro-Vice-Chancellor, if any;
  - (c) one member elected by the members of the Senate from among themselves;
  - (d) one member elected by the Members of the Syndicate from among themselves;
  - (e) one member elected by the Members of the Academic Council from among themselves;
  - (f) The Finance Secretary to Government or an officer not below the rank of Joint Secretary

nominated by him;

(g) the Secretary to Government, Higher Education or an Officer not below the rank of Joint Secretary nominated by him.

(3) The Finance Officer shall be the Secretary of the Finance Committee.

(4) The powers and functions of the Finance Committee and its procedure in financial matters, including the delegation of its powers, shall be prescribed by the Statutes.

1 *Other authorities of University.*- The constitution, powers and duties of such other authorities as may be declared by the Statutes to the authorities of the University, shall be prescribed by the Statutes.

33. *Disqualifications for membership.* (1) No person shall be qualified for election or nomination or appointment as a member of any of the authorities of the University or for continuing as such member, if he-

- (a) is below twenty-five years of age; or
- (b) is of unsound mind or a deaf-mute; or
- (c) is an undischarged insolvent; or
- (d) has been convicted by a court of law of an offence involving moral delinquency; or
- (e) has been debarred by any University from appearing in examinations, for malpractices in connection with any examination:

Provided that clause (a) shall not apply to a person elected or nominated in the capacity of a student to any of the said authorities:

Provided further that the disqualification of a person under clause (e) shall cease on the expiry of the period for which he has been debarred.

- (2) If any question arises as to whether any person is disqualified under sub-section (1), the question shall be referred to the Chancellor and his decision thereon shall be final.

32

## CHAPTER V

### Statutes, Ordinances, Regulations Rules and Bye-Laws

34. *The Statutes*- Subject to the provisions of this Act, the Statute may provide for all or any of the following matters, namely:-

(a) the powers and duties of the Officers of the University, not specifically provided for in this Act;

(b) the constitution, powers and duties of the authorities of the University, not specifically provided for in this Act;

(c) the procedure for election of members of the Senate, the Syndicate, the Council and other authorities of the University and all such other matters relating to these bodies, as may be necessary or desirable to provide;

(d) award of degrees, diplomas; titles, certificates and other academic distinctions by the University;

- (e) the withdrawal or cancellation of degrees, diplomas, titles, certificates and other academic distinctions;
- (f) the maintenance of a register of registered graduates;
- (g) the holding of convocations to confer degrees;
- (h) the conditions and procedure for affiliation of colleges;
- (i) conferment of honorary degrees;
- (j) the maintenance of the accounts and the preparation and passing of the annual budget of the University;
- (k) all other matters which by this Act are to be, or may be, prescribed by Statutes,.

35. *Procedure for making Statutes:-*(1) The Senate may of its own motion take into consideration the draft of a Statute:

Provided that, in any such case, before the statute is passed, the Senate shall obtain and consider the opinion of the Syndicate.

(2) The Syndicate may propose to the Senate the draft of any Statute for consideration and such draft shall considered by the Senate at its next meeting.

(3) The Senate may approve the draft of a Statute proposed by the Syndicate and pass the Statute or may reject it or return it to the Syndicate for reconsideration, either in whole or in Part together with amendments which the Senate may suggest.

(4) After any draft returned by the Senate under sub- Section (3) has been further considered by the Syndicate, together with any amendment suggested by the Senate, it shall be again presented to the Senate with the report of the Syndicate thereon, and the Senate may then deal with the draft in any manner it thinks fit.

(5) Where any Statutes has been passed by the Senate, it shall be submitted to the Chancellor who may refer the Statute back to the Senate for further consideration or assent thereto or withhold his assent.

(6) No Statute passed by the Senate shall be valid or come into force until assented to by the Chancellor.

(7) The Syndicate shall not propose the draft of a Statute or of an amendment to a Statute affecting the status, powers or constitution of any authority of the University until such authority has been given an opportunity of expressing an opinion upon the proposal; and any opinion so expressed shall be in writing and shall be considered by the Senate.

(8) No Statute providing for the conditions for, or procedure relating to, the affiliation of private colleges shall be passed by the Senate without the previous approval of the Government.

36. *Ordinances:-*Subject to the provisions of this Act and the Statutes the Syndicate shall have power to make Ordinances providing for all or any of the following matters, namely:-

- (a) the levy of fees in colleges and other institutions, by the University;
- (b) the residence and discipline of students;
- (c) the work load and pattern of teaching staff in Colleges;
- (d) the fixation of the scales of pay of various posts in the University and the terms and conditions of service of officers of the University; and

e) all other matters which by this Act or the Statutes are to be, or may be, provided for by the Ordinances.

37. *Procedure for making Ordinances:-* (1) All Ordinances made Under this Act shall have effect from such date as the Syndicate may direct, but every Ordinance so made and the repeal of any Ordinance shall be laid before the Senate during its next succeeding meeting.

(2) If any Ordinance or repeal of an Ordinance is not laid before the Senate as required by sub-section (1), the Ordinance shall lapse or, as the case may be, the Ordinance repealed shall revive, after the next succeeding meeting of the Senate.

(3) Subject to the provisions of sub-sections (1) and (2), the procedure to be followed in making, amending or repealing Ordinances shall be prescribed by the Statutes.

(4) No Ordinance involving expenditure shall be valid or come into force until assented to by the Chancellor.

38. *Regulations.* -Subject to the provisions of this Act, the Statutes and the Ordinances, the Academic Council may make Regulations providing for all or any of the following matters, namely:-

(a) the Courses of studies and the conduct of examinations; (b) the admission of students to the various courses of study and to the examinations;

(c) the qualifications of teachers;

(d) the appointment and prescription of duties of the Boards of Studies and examiners;

(e) recognition of examinations, degrees and diplomas of other Universities as equivalent to the examinations, degrees and diplomas of the University; and

(f) all other matters which under the provisions of this Acts, the Statutes and the Ordinances are to be, or may be, prescribed by Regulations.

39. *Procedure for making Regulations* - (1) All Regulations made under this Act shall have effect, from such date as the Academic Council may direct, but every Regulation so made shall be laid before the Senate during its next succeeding meeting.

(2) Subject to the provisions of sub-section (1), the procedure to be followed in making, amending or repealing regulations shall be prescribed by the Statutes.

40. *Rules, Bye-laws and Orders* -The Syndicate shall have power to make rules, bye-laws and orders not inconsistent with the provisions of the Act, the Statutes, the Ordinances and the Regulations, for the guidance

and working of Boards and Committees and other bodies constituted under the provisions of this Act, or the Statutes or the Ordinances or the Regulations and for regulating the procedure and conduct of business at meetings of any authority of the University other than the Senate.

(2) All such rules, bye-laws and orders shall have effect from such date as the Syndicate may direct; but every such rule, bye-law or order shall be submitted to the Senate during its next succeeding meeting.

(3) The Senate shall have power to cancel or modify any such rule, bye-law or order.

41. *Publication in the Gazette.* -All Statutes Ordinances and Regulations made under this Act shall be published in the Gazette.

## CHAPTER VI

### **Election to the Senate, the Syndicate and the Other Bodies of the University, filling up of Vacancies and Resignation, Removal, etc., of Members of Authorities and Bodies**

1 *Election of members to the Senate, Syndicate and other bodies of the University.* -The election of members to the Senate, the Syndicate and other bodies of the University shall be held in accordance with the system of proportional representation by means of the single transferable vote and in accordance with the procedure prescribed by the Statutes, and the voting at such elections shall be by secret ballot.

43. *Filling up of vacancies.* - (I) All vacancies among the members (other than ex-officio members) of any authority or body of the University by reason of death, resignation or otherwise shall be filled, as soon as may be, by the person or authority who or which appointed, elected or nominated the member whose place has become vacant.

(2) Any person appointed, elected or nominated under subsection

(1) shall hold office as member so long only as the member in whose place he is appointed, elected or nominated as the case may be, would have been entitled to hold office if the vacancy had not occurred.

44. *Resignation or removal of members of any authority or body.* - (I) Any member of any authority or body of the University may resign his office by letter addressed to the Registrar.

(2) The Senate may, on the recommendation of not less than two thirds of the number of members of the Syndicate, remove the name of any person convicted by a court of law of any offence involving moral delinquency or punished by the University for malpractice connected with any University examination from the register of registered graduates or remove any such person from membership or any authority or body of the University and for the same reason may withdraw any degree or diploma conferred on or granted by the University.

(3) The Senate may also remove any person from the membership of any authority or body of the University if he becomes of unsound mind or a deaf-mute or has applied to be adjudicated or has been adjudicated an insolvent.

(4) If an elected member of any authority or body of the University fails to attend three consecutive meetings of that authority or body he shall cease to be a member of such authority or body and thereupon the Registrar shall intimate him that he has ceased to be such member:

Provided that such authority or body may, if satisfied that there was sufficient cause for the failure of the member to attend the meetings, restore him to its membership.

## CHAPTER VII

### Finance

45. *University Fund.*-(1) All grants and loans received from the State Government, the Government of India, the University Grants Commission and from any other source, all revenues of the University, all fees received, all incomes such as rent and profits derived from properties and funds vested in the University, all endowments and donations received from any source whatsoever, all other miscellaneous receipts of the University and all deposits, remittances and service funds, received in connection with the affairs of the University shall form one consolidated fund styled, "The Kerala University Fund" and shall be employed for the purposes and in the manner laid down in this Act and the Statutes, Ordinances, Rules, Bye-laws and Orders made thereunder;

Provided that separate accounts may be maintained for specific purposes.

(2) All moneys in the Kerala University Fund shall be lodged in the Government Treasury or with the approval of the Government in the State Bank of India or its subsidiaries upto such limits as may be fixed by the Government.

(3) The University may invest such part of the moneys in the Kerala University Fund, as it may deem fit, in Government securities or securities guaranteed by the Government of India.

(4) The custody of the Kerala University Fund, the payment of moneys therein, the withdrawal of moneys therefrom and all other ancillary matters shall be regulated by the Statutes, Ordinances, Rules and Bye-laws made in that behalf.

46. *Grants from Government* -(I) The University shall receive as grants for its maintenance such sums subject to such conditions as may be fixed by the Government from time to time.

- (2) The Government may pay to the University such other grants, subject to such conditions as they think fit, for specific purposes.
47. *Annual estimates of income and expenditure.*-(1) The Syndicate shall prepare the financial estimates of the income and expenditure of the University for the next ensuing year before such dates as may be prescribed by the Statutes, and forward the same together with a memorandum conveying explanatory notes thereon to the Senate for consideration.
- (2) The Senate shall consider the financial estimates at its annual meeting and shall approve it, either without alterations or with such alterations as it may think fit.
48. *Annual Accounts.*-(1) The annual accounts of the University shall be prepared under the directions of the Syndicate and shall be submitted to the Government for audit.
- (2) The annual accounts together with the audit report thereon shall be published by the Syndicate and copies of such accounts and audit report shall be placed before the Senate and submitted to the Government.
- (3) the annual accounts shall be considered by the Senate at its annual meeting, and the Senate may pass resolutions with reference thereto and communicate the same to the Syndicate which shall take action in accordance therewith.
49. *Annual Report.*-(1) The annual report of the University shall be prepared under the direction of the Syndicate and shall be presented to the Senate for its review on or before such date as may be prescribed by the Statutes.
- (2) The Senate may pass resolutions on the annual report and communicate the resolutions to the Syndicate.
- (3) The Syndicate shall inform the Senate of the action taken by it on the resolutions passed by the Senate under sub-section (2) and shall submit a copy of the annual report together with a copy of the resolutions, if any, of the Senate under sub-section (2) to the Government.
- (4) The Government shall, as soon as the annual accounts and annual report are received, cause the same to be laid on the table of the State Legislative Assembly.
50. *Audit of accounts of the University.*-(1) The Government shall appoint auditors to the accounts of the University and the institutions under the management of the University.
- (2) The auditors shall maintain a continuous audit of the accounts of the University and may, after giving due intimation, conduct local audit of any institution under the management of the University.
- (3) The University shall bear the cost of the audit as fixed by the Government.
- (4) After completing the audit for a year or for any shorter period or for any transaction or series of transactions, the auditors shall send a report to the University and a duplicate copy thereof to the Government.
- (5) The auditors shall specify in the report under sub-section (4) all cases of irregular, illegal or Improper expenditure or of failure to recover moneys or other property due to the University or of any loss or waste of money or other property thereof caused by neglect or misconduct of the officers and authorities of the University.
- (6) The auditors shall also report on any other matter relating to the accounts of the University as may be required by the Government.
- (7) The University shall forthwith remedy any defect or irregularity pointed out by the auditors and report the action taken to the Government.

**CHAPTER VIII**  
**Private Colleges and Affiliation of Colleges**

51. *Definitions.* In this Chapter,- (a) "corporate management" means an educational agency which manages more than one private college;
- (b) "unitary management" means an educational agency which manages a private college;
52. *Governing body for private college under unitary management.*-(I) A unitary management shall constitute, in accordance with the provisions of the Statutes, a governing body consisting of the following members, namely:-
- (a) The Principal of the private college;
- (b) the Manager of the private college;
- (c) a person nominated by the University in accordance with the provisions in that behalf contained in the Statutes;
- (d) a person nominated by the Government;
- (e) a person elected in accordance with such procedure as may be prescribed by the Statutes, by the permanent Teachers of the private college from among themselves;
- (f) the Chairman of the College Union;
- (g) a person elected in accordance with such procedure as may be prescribed by the Statutes, by the permanent members of the non-teaching staff of the private college from among themselves; and
- (h) not more than six persons nominated by the unitary management.
- (2) The Manager of the private college shall be the Chairman of the governing body.
- (3) It shall be the duty of the governing body to advise the unitary management in all matters relating to the administration of the private college, in accordance with the provisions of this Act and the Statutes, Ordinances, Regulations, rules, bye-laws and orders made there under.
- (4) The decisions of the governing body shall be taken at meetings on the basis of simple majority of the members present and voting.
53. *Managing Council for private colleges under corporate management.*
- (I) A corporate management shall constitute a Managing Council for all the private colleges under its management, consisting of the following members, namely:
- (a) one Principal by rotation in such manner as may be prescribed by the Statutes;
- (b) the Manager of the private colleges;
- (c) a person nominated by the University in accordance with the provisions in that behalf contained in the Statutes;
- (d) a person nominated by the Government;
- (e) two persons elected in accordance with such procedure as may be prescribed by the Statutes, by the permanent teachers of all the private colleges; from among themselves;
- (f) a person elected by the Chairman of the College Unions of all the private colleges, from among themselves;
- (g) one person elected in accordance with such procedure as may be prescribed by the Statute, by the permanent members of the nonteaching staff of all private colleges from among themselves; and
- (h) not more than fifteen persons nominated by the corporate management.
- (2) The Manager of the private colleges shall be the Chairman of the Managing Council.
- (3) It shall be the duty of the Managing Council to advise the corporate management in all matters relating to the administration of the private colleges, in accordance with the provisions of this Act and the Statutes, Ordinances, Regulations, rules, bye-laws and orders made there under.
- (4) The decisions of the Managing Council shall be taken at meetings on the basis of simple

majority of the members present and voting.

54. *Appointment of Manager* -(I) A unitary management or corporate management shall appoint a manager for the private college or for all the private colleges, as the case may be, under its management within the University area.

(2) The appointment or removal of the manager shall be intimated to the University by the unitary management or the corporate management, as the case may be.

(3) It shall be the duty of the manager to give effect to the decisions of the unitary management or the corporate management, as the cases may be.

(4) The manager shall exercise such powers and discharge such duties as may be delegated to him by the unitary engagement or the corporate management as the case may be.

(5) Suits by or against a private college shall be instituted by or against the manager thereof.

(6) If the Manager of a private college is guilty of mismanagement, malpractice, corruption or mal administration, gross negligence of duty or disobedience of instructions issued by the Government or the University or is convicted for an offence involving moral turpitude the Vice-Chancellor may, after giving the manager a reasonable opportunity to show cause against the action proposed to be taken against him and after due enquiry declare him unfit to hold the office of manager and require the unitary management or the corporate management, as the case may be, to appoint a suitable person as manager.

(7) Failure on the part of the manager or the management to obey the instructions issued by the University or the Government in regard to matters relating to the administration of the private college and the continuance in office of a person declared unfit under Subsection (6) shall be deemed to be sufficient cause for taking steps for the withdrawal of the aid, grant or affiliation of the private college.

55. *Acts or proceedings of governing body or managing council not to be invalidated:-* No act or proceeding of a governing body or managing council shall be invalidated merely by reason of-

(a) any vacancy in, or any defect in the constitution of, the governing body or managing council; or

(b) any defect in the appointment of a person acting as a member of the governing body or managing council; or

(c) any irregularity in the procedure of the governing body or managing council not affecting the merits of the case.

56. *Affiliation of Colleges.* - (1) An application for affiliation to the University of any college<sup>27</sup> [or for affiliation in new courses in any affiliated college] shall be sent by the educational agency to the Registrar within such time and in such manner as may be prescribed by the Statutes.

<sup>28</sup> [(2) The terms and conditions of affiliation of a college or of affiliation in new courses in an affiliated college and the procedure to be followed by the Syndicate in granting such affiliation, including the period within which the Syndicate shall consider an application under sub-section (I), shall be prescribed by the Statutes:

Provided that the Chancellor may, by notification in the Gazette, for reasons to be specified in the notification, extend the period within which the Syndicate shall consider any application under sub-section (I) whether such period has already expired or not, by such further period, not exceeding one year, as may be specified in such notification.]

(3) Without prejudice to the generality of the provisions of sub-section (2), Statutes may provide for the pattern of staff, scales of pay and terms and conditions of service of members of the staff and admission and selection of students for courses and examinations.

57. *Appointment of teachers in private colleges.*<sup>29</sup> [(I) Appointments to the posts eligible to receive salary from the Government shall be made only against posts sanctioned by the Government or by

such officers as may be authorized by the Government.]

<sup>30</sup> [(1A)] Appointments to the lowest grade of teacher in each department of a private college shall be made by the educational agency by direct recruitment on the basis of merit.

27 Inserted by Act 29 of 1985, w. e. f.  
18-11-1982.

28 Substituted by Act 29 of 1985, w. e. f.  
18-11-1982.

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

30 Re numbered by Act 2 of 2005, w. e.  
f. 6-1-2005.

(2) Appointment of principals shall be made by the educational agency by promotion from among the teachers of the college or of all the colleges, as the case may be, or by direct recruitment.

(3) Where the appointment of principal is made by promotion, the educational agency shall make the appointment on the basis of seniority- cum-fitness.

(4) Appointments to the posts, other than those referred to in <sup>31</sup> [subsection (I A)] and (2), shall be made by the educational agency by promotion from among the teachers of the college or of all the colleges, as the case may be, on the basis of seniority-cum-fitness, or, if none among them is fit for promotion, by direct recruitment.

(5) For making appointment under this section by direct recruitment the post shall be advertised in such manner as may be prescribed by the Statutes.

<sup>32</sup> [(6) Notwithstanding anything contained in this Act, the Statutes, Ordinances and Regulations made thereunder,

(a) a person appointed as teacher in a private college in a temporary vacancy on or after the 14<sup>th</sup> day of March 1974 and continuing as such, shall be appointed as teacher in any permanent vacancy or any temporary vacancy of longer duration that may arise, after such appointment in the temporary vacancy, in the private College or, as the case may be, any of the private colleges under the management of the educational agency within the University area;

(b) a teacher relieved from a private college on or after the 14<sup>th</sup> day of March, 1974 due to the abolition of a course of study in that private college or the cessation of the period for which he was appointed or for any other reason except disciplinary action against him shall be given preference in the matter of, future appointments in the private college or, as the case may be, any of the private Colleges under the management of the educational agency within the University area.

(c) Any dispute arising or pending between the management of a private college and the teacher of that College, in respect of any

31 Substituted by Act 2 of 2005, w.e. f. 6-1-2005. 32 Substituted by Act 17 of 1989, w. e. f. 6-5-1989.  
matter coming under clause (a) or (b) shall be decided in accordance with the provisions of this Act and the Statutes made thereunder.

*Explanation.*-Where the number of claimants under clause (a) or clause (b) is more than the number of vacancies, the order of preference for appointment shall be in accordance with the date of first appointment of the claimants under the educational agency within the university area.

(7) The educational agency shall not abolish a course of study in a private college without the prior approval of the University.

(8) Every appointment under this section shall be made by a written order of the manager in

such forms as may be prescribed by the Statutes, communicated to the person to be appointed, with copy to the University.

(9) Every appointment under this section shall be reported to the University for approval.

(10) Any person aggrieved by any appointment under this section may appeal to the Appellate Tribunal.

58. *Qualifications of Teachers.*-Teachers of colleges shall possess such qualifications as may be prescribed by the Regulations.

(2) Notwithstanding anything contained in any law or in any judgment, decree or order of any court or other authority, any decision or order exempting any teacher from possessing the prescribed qualifications or approving the appointment of any teacher who did not possess the prescribed qualifications or allowing any teacher who did not possess the prescribed qualifications to continue in service, made by any authority or officer before the commencement of this Act shall be deemed to have been made by the authority competent to make such decision or order under this Act as if this Act had been in force at the time when such decision or order was made and accordingly all such decisions and orders shall be, and shall be deemed always to have been, valid and in accordance with law.

59. *Probation* (1) Teachers of private colleges shall be of probation for a period of one year within a period of two years:

Provided that in exceptional case, the period of probation may be extended by a period not exceeding one year, subject to the prior approval of the Syndicate.

*Explanation*-Probation undergone by a teacher before the Commencement of this Act shall be deemed to be probation for the purposes of this Sub-section, provided such probation is within a period of two years immediately before such commencement.

(2) Notwithstanding anything contained in any contract or other document, any teacher working in a substantive vacancy at or after the commencement of this Act shall be deemed to be on probation for the purposes of sub-section (1)

(3) The educational agency may, at any time before the prescribed period of probation, terminate the probation of the probationer for want of vacancy and discharge him from service if he was appointed by direct recruitment or revert him to his original appointment if the appointment to the new post was by transfer or promotion.

(4) Any probationer discharged or reverted under sub-section (3) shall be given preference in the matter of future appointments to the same post.

(5) On satisfactory completion of probation, the educational agency shall confirm the teacher in the post and if the Vacancy is not a substantive vacancy, the teacher shall be allowed to Continue in the post for the duration of the vacancy.

(6) If, on the expiry of the prescribed period of probation, the educational agency decides that the teacher is not suitable for continuance in the post in which he is appointed, it shall discharge him from service or revert him to his original appointment, as the case may be after giving him a reasonable opportunity of showing cause against the action Proposed to be taken in regard to him.

(7) Where the post held by the Probationer is Substantively vacant and before the expiry of one month from the prescribed period of probation he is not confirmed under sub-section (5) or is not discharged or reverted under sub-section (6), he shall be deemed to have been confirmed in that post.

(8) A probationer who is discharged or reverted under sub-section

(6) or Who is discharged Or reverted before the prescribed period or probation otherwise than on the ground of want of vacancy shall be entitled to appeal against the order of discharge or reversion to the Appellate Tribunal and the provisions of section 60 shall, the mutatis mutandis apply to such appeals.

60. *Conditions of service of teachers of private colleges.*

(1) Notwithstanding anything contained in any law or in any contract or other document, the Conditions of service of teachers of private colleges, whether appointed before or after the commencement of this Act, including conditions relating to pay, pension, provident fund, gratuity, insurance and age of retirement, shall be such as may be prescribed by the Statutes.

(2) No teacher of a private college shall be kept under suspension by the educational agency except when disciplinary proceedings are initiated against him.

(3) When a teacher of a private college is suspended for a period exceeding fifteen days, the matter, together with the reasons for the suspension, shall be reported to the Vice-Chancellor.

(4) Any disciplinary proceedings initiated under sub-section (2) shall be completed within a period of three months or within such further period as may be allowed by the Vice-Chancellor after hearing the parties concerned.

(5) Any person aggrieved by an order of the Vice-Chancellor under Sub-section (4) may, within a period of thirty days from the date of receipt of order by him, appeal to the Appellate Tribunal.

(6) No disciplinary action shall be taken against a teacher without giving him a reasonable opportunity of showing cause against the action proposed to be taken against him.

(7) Any teacher aggrieved by an order passed after the commencement of this Act in any disciplinary proceeding taken against him may, within sixty days from the date on which a copy of such order is served on him or within Sixty days after the Appellate Tribunal has been constituted under his Act, whichever period expires later, appeal to the Appellate Tribunal and the Appellate Tribunal may, after giving the parties an opportunity of being heard, and after such further inquiry as may be necessary, pass such order thereon as it may deem fit, including an order of reinstatement of the teacher concerned:

Provided that the Appellate Tribunal may admit an appeal presented after the expiration of the said period if it is satisfied that the appellant had sufficient cause for not presenting the appeal within the said period.

(8) Any order passed by the Appellate Tribunal under sub-section (7) may be executed through the subordinate Judge's Court having jurisdiction over the area in which the private college is situated as if it were a decree passed by that Court.

(9) Any person who objects to an order passed by the Appellate Tribunal under sub-section (7) may, within sixty days from the date on which a copy of such order is served on him, prefer a petition accompanied by court fee stamps of the value of ten rupees to the High Court on the ground that the Appellate Tribunal has either decided erroneously, or failed to decide, any question of law.

(10) The provisions of section 5 of the Limitation Act, 1963, shall be applicable to any proceedings under Sub-section (9).

(11) The High Court shall, after giving the parties an opportunity of being heard, pass such order on the petition, as it deems fit.

(12) Where the High Court passes any order under Sub-section (11) the Appellate Tribunal shall amend the order passed by it in conformity with the order of the High Court.

61. *Past disputes relating to service conditions of teachers:*-Notwithstanding anything contained in any law for the time being in force, or any contract, or in any judgment, decree or order of any court or other authority,-

(a) any dispute between the management of a private college and any teacher of that college relating to the conditions of service of such teacher pending at the commencement of this Act shall be decided under and in accordance with the provisions of this Act and the Statutes made thereunder;

(b) any dispute between the management of a private college and any teacher of that college relating to the conditions of service of such teacher, which has arisen after the 1st day of August, 1967, and has been disposed of before the commencement of this Act shall, if the management or the teacher

applies to the Appellate Tribunal in that behalf within a period of thirty days from such commencement, be reopened and decided under and in accordance with the provisions of this Act and the Statutes made thereunder as if it had not been finally disposed of.

62. *Membership of local authorities etc.* - (1) A teacher of a private college shall not be disqualified for continuing as such teacher merely on the ground that he has been elected or nominated as a member of a local authority or of the Legislative Assembly of the State or of Parliament.

(2) A teacher elected or nominated as a member of the Legislative Assembly of the State or of Parliament shall be entitled to treat the period of his membership of the Legislative Assembly or of Parliament as on leave without salary and allowances.

(3) A teacher referred to in Sub-section (2) shall also be entitled to count the period of his membership of the Legislative Assembly or of Parliament for the purposes of pension, seniority and increments.

1 *Non-teaching staff of private colleges.* - The provisions of this Chapter shall, so far as may be, apply to the non-teaching staff of the private colleges. Subject to this, their method of appointment, pay and other conditions of service shall be such as may be prescribed by the Statutes.

2 *Transfer of teachers to other Universities.* - (1) Where an educational agency has colleges under the jurisdiction of the Kerala University and also under the jurisdiction of the Calicut University, the educational agency shall within three months of the commencement of this Act or within such further period, not exceeding three months, as may be granted by the Government for sufficient reason, prepare a seniority list of the teachers of all such colleges.

(2) After the preparation of the list under Sub-section (1), the educational agency shall give a right of option to the teachers as to the University under the jurisdiction of which he opts to remain and the teachers shall be allotted to each University area in accordance with such option.

Provided that where the number of teachers of who have opted to work under the jurisdiction of the Kerala University or the Calicut University is more than the number required, allotment shall be made on the basis of seniority.

(3) Any teacher aggrieved by any entry in the list prepared under sub-section (1) or by the allotment under sub-section (2) may appeal to the Government within sixty days from the date of Communication of the list or order of allotment to him, and the decision of the Government thereon shall be final.

(4) Where a teacher is allotted to a University area under this section, he shall not be transferred to a college affiliated to any other University.

(5) Nothing contained in this section shall apply in respect of Principals of private College.

65. *Constitution of Appellate Tribunal* - (1) The Government shall constitute an Appellate Tribunal for the purposes of this Act.

(2) The Appellate Tribunal shall be a judicial officer not below the rank of District Judge nominated by the Chancellor in consultation with the High Court.

(3) The term of Office of the Appellate Tribunal shall be three years from the date of its nomination.

(4) The Appellate Tribunal shall have the power to make regulations consistent with the provisions of the Act with the previous sanction of the Government for regulating its procedure and disposal of its business. The regulations so made shall be published in the Gazette.

(5) The remuneration and other conditions of service of the Appellate Tribunal shall be such as may be prescribed by rules.

1 *Bar of jurisdiction of civil courts:-*No civil court shall have jurisdiction to settle, decide, or deal with any question or to determine any matter which is by or under this Act required to be settled, decided or dealt with or to be determined by any authority or person under this Act.

2 *Private colleges to comply with provisions of Chapter within six months.*All private colleges existing in the University area immediately before the commencement of this Act and affiliated to the University shall, within a period of six months from such commencement, comply with the provisions of this Chapter.

3 *Colleges not complying with provisions of this Act.-* (1) If the Syndicate is satisfied that any private college has not complied with any provision contained in this Act, or in the Statutes, Ordinances, Regulations, bye-laws, orders or rules, it may recommend to the Government for Withholding or discontinuing aid or grant or it may disaffiliate the college from the University :

Provided that before disaffiliating a college, the educational agency and the governing body or managing council, as the case may be, shall be given an opportunity of being heard.

- (2) If, on a recommendation under sub-section (1), the Government are satisfied that any private college has not complied with any of the provisions of this Act, or of the Statutes, Ordinances, Regulations, bye-laws, orders or rules, they may, by order, direct that the college shall not be given any aid or grant from the Government :

Provided that before making any such order, the educational agency and the governing body or managing council, as the case may be, shall be given an opportunity of being heard.

### <sup>33</sup> [CHAPTER VIII A]

#### **Un-aided Colleges**

69. *Special provisions in respect of un-aided colleges:-*Notwithstanding anything contained in this Act, or the Statutes, Ordinances, Regulations, rules, bye-laws or orders.-

(a) the scales of pay and other conditions of service of the teaching and non-teaching staff of un-aided colleges; and

(b) the admission and selection of and the fees payable by students in such colleges, shall be determined from time to time, by the Government on the basis of the recommendations of a Committee constituted by the Government consisting of

(i) One of the Vice-Chancellors of the Universities in the State nominated by the Government;

(ii) the Secretary to Government, Higher Education Department (who shall be the Convener of the Committee); and

(iii) the Director of Collegiate Education.

### **CHAPTER IX**

#### **Miscellaneous**

1 [\*\*\*\*\*]<sup>34</sup>

2 *Power of Government to cause inspection of University:-*(1) The Government shall have the right to cause an inspection to be made by

33 Inserted by Act 9 of 1995, w. e. f. 12-6-1995. 34 Omitted by Act 11 of 1975, w. e. f. 6-5-1975.

such person or persons as they may direct, of the University, its buildings, laboratories, libraries, museums, workhops, and equipments and of any institutions maintained, recognized or approved by, or affiliated to the University and also of the work conducted by the University, and to cause enquiry to be made in respect of any matter connected with the University.

(2) The Government shall, before taking any action under sub-section (1), give notice to the University of their intention to cause such inspection or inquiry to be made and the University shall be entitled to be represented thereat.

(3) The Government shall communicate to the Syndicate the result of any inspection or inquiry made under sub-section (1) and may, after ascertaining the opinion of the Syndicate thereon, convey their views to the Senate and to the Syndicate.

(4) The Government may, after considering the views of the Senate and the Syndicate on the result of any inspection or inquiry under sub-section (1), advise the University upon the action to be taken in the matter.

(5) The Syndicate shall report to the Government the action, if any, which is proposed to be taken, or has been taken, upon the result of any inspection or inquiry under sub-section (1).

(6) A report under sub-section (5) shall be Submitted with the opinion of the Senate thereon and within such time as the Government may direct.

(7) Where the Senate or the Syndicate does not, within a reasonable time, take any action referred to in sub-section (4) to the satisfaction of the Government, the Government may, after considering any explanation furnished, or representation made, by the Senate or the Syndicate in the matter, issue such directions as they may think fit, and the Senate and the Syndicate shall comply with such directions.

#### 71. *Appointment of Commission to inquire into the working of University.*

(1) The Government may at any time and shall, at the expiration of ten year; from the commencement of this Act and thereafter at the expiration of every ten years, by order published in the Gazette, constitute a Commission which shall consist of a Chairman and such other members not exceeding five as the Government may appoint, and such order shall define the procedure to be followed by the Commission.

(2) The Commission constituted under sub-section (1) shall inquire into and report on

(i) the working of the University during the period to which the inquiry relates;

(ii) the financial position of the University including the financial position of its colleges and departments;

(iii) any change to be made in the provisions of this Act or the Statutes, Ordinances, rules and bye-laws made thereunder with a view to bringing about improvements in the affairs of the University; and

(iv) Such other matters as may be referred to it by the Government, and make such recommendations to the Government as it thinks fit.

(3) On receipt of the report and the recommendations of the Commission under sub-section (2), the Government shall forthwith refer such report and recommendations to the Senate for consideration and report.

(4) Immediately after the Senate has considered the report and the recommendation of the Commission and submitted its report to the Government, the Government shall consider the report of the Senate and pass such orders thereon as they think fit and shall also cause the same to be published in the Gazette.

#### 72. *Power of Government to make rules.*- (1) The Government may, by notification in the Gazette, make rules not inconsistent with the provisions this Act, for the purpose of exercising the powers and discharging the duties conferred or imposed on the Government by this Act.

(2) Every rule made under this section shall be laid, as soon as may be after it is made, before the

Legislative Assembly While it is in session for a total period of fourteen days which may be comprised in one session or in two successive sessions, and if, before the expiry of the session in which it is so laid or the session immediately following, the Legislative Assembly agrees in making any modification in the rule or the Legislative Assembly agrees that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

73. *Conditions of service.*- (1) Save as otherwise provided by or under this Act, every salaried officer and teacher of the University shall be appointed by a written order.

(2) The written order referred to in sub-section (1) shall be lodged with the Registrar and a copy thereof shall be furnished to the officer or teacher concerned.

(3) Any dispute between any officer or teacher of the University and the University shall, on the request of the University or the officer or teacher concerned, be referred to the Appellate Tribunal for decision, and there upon, the provisions of section 65 and the regulations made by the Tribunal under the said section shall mutatis mutandis apply to the decision of such disputes.

1 *Pension, insurance and provident fund.*- With the previous approval of the Government, the University shall make appropriate provisions for the benefit of its officers, teachers and other servants under its control in matters of insurance, pension and Provident Fund and for such other benefits as it may deem fit, in such manner as may be prescribed by the Ordinances.

2 *Proceedings of the University and bodies not to be invalidated by vacancies.*- No act or proceeding of the Senate, the Syndicate, the Academic Council or other body constituted under this Act or the Statutes or the Ordinances shall be deemed to be invalid merely by reason of any vacancy in the body doing or passing it, at the time any such act or proceeding is done or passed.

3 *Proceedings of the Senate, Syndicate and Academic Council.*- The Registrar shall forward to the Government within one month of the date of any meeting of the Senate or the Syndicate or the Academic Council Copies of the proceedings of such meeting,

77. *Dispute as to the constitution of University authority or body.*- If any question arises regarding the interpretation of any provision of this Act, or of any Statute, Ordinance, Regulation, rule, bye-law or order or as to

whether a person has been duly elected or appointed as, or is entitled to be, a member of any authority or other body of the University, the matter may be referred to the Chancellor and shall be so referred to him if not less than twentyfive members of the Senate so require, and the Chancellor shall, after taking such advice as he deems necessary, decide the question and such decision shall be final.

4 *Report on affiliated colleges.*- The Vice-Chancellor shall, at the end of every four years from the commencement of this Act, submit a report to the Government on the conditions of affiliated colleges.

5 *Protection of acts and orders.*- All acts and orders duly and in good faith done or passed by the University or any of its authorities, bodies or officers, shall be final; and no suit shall be instituted against, or damage claimed from, the University or its authorities, bodies or officers for anything purporting to be done in pursuance of this Act and the Statutes, Ordinances, Regulations, Rules, Bye-laws or Orders made thereunder.

6 *Institutions affiliated to University.* - (1) All Colleges existing in the University area immediately before the commencement of this Act shall stand affiliated to the University.

(2) The Government may, at any time, transfer to the University any institution subject to such terms and conditions as may be agreed upon between the Government and the University as regards its future: maintenance and control.

<sup>35</sup> [80A. *Duty of teachers, etc., in connection with University Examinations.* (I) It shall be the duty of a teacher or a member of the non-teaching staff of an affiliated college or an officer, teacher or other

employee of the University to do any work in connection with an examination conducted by the University which is required by the competent officer or authority of the University to do.

- (2) If any teacher or member of the non-teaching staff of an affiliated college or any officer, teacher or other employee of the University refuses, without sufficient cause to the satisfaction of,
- (a) in the case of a teacher or a member of the non-teaching staff or an affiliated college an officer not below the rank of Deputy Director of Collegiate Education authorised by the Government in this behalf; and

Inserted by Act 23 of 1978, w. e.f. 21-4-1978

- (b) in the case of an officer, teacher or other employee of the University the Vice-Chancellor, to do any work in connection with an examination conducted by the University, when required to do so by the competent officer or authority of University he shall, without prejudice to any other action that may be taken against him, forfeit his pay and allowances for a period of two months commencing on the date of commencement of the examination.

*Explanation.* - Failure to comply with the requisition of the competent officer or authority of the University shall be deemed to be refusal for the purpose of this sub-section,

- (3) An order of forfeiture under sub-section (2) shall be made.

(a) in the case of a teacher or a member of the non-teaching staff of an affiliated college, by the officer authorised under clause

- (a) of the said sub-section; and

(b) in the case of an officer, teacher or other employe of the University, by the Vice-Chancellor.

(4) No order of forfeiture shall be made under sub-section (3) without giving the person who may be affected thereby an opportunity of being heard.

(5) Any person aggrieved by an order referred to in subsection (4) may, within sixty days from the date on which a copy of such order is served on him, appeal to the Appellate Tribunal, and the Appellate Tribunal may, after giving the parties an opportunity of being heard and after such further inquiry as may be necessary, pass such order thereon as it deems fit.

81. [\* \* \* \* \* ]<sup>36</sup>

82. *Transitory provisions:-*(1) Any officer or authority of the University of Kerala exercising any power or performing any duty under the Kerala University Act, 1969, immediately before the commencement of this Act. shall for a period of nine months from such commencement or until the corresponding officer or authority is appointed, elected, nominated or constituted, as the case may be, in accordance with the provisions of this Act or the statutes or Ordinances made thereunder, whichever is later,

Section 81 omitted by Act 2 of 2005, w. e. f. 6-1-2005.

continue to exercise such powers or perform such duties, as the case may be, so far as such powers or duties are not inconsistent with the provisions of this Act:

Provided that the Vice-Chancellor appointed under the Kerala University Act, 1969 and holding office immediately before the commencement of this Act shall be entitled to hold office for the full term of his appointment as if this Act had not been passed.

(2) Notwithstanding anything contained in section 65, the Appellate Tribunal constituted under the Kerala University Act, 1969 and existing at the commencement of this Act shall, till the date on which the members thereof would have held office if this Act had not been passed, be deemed to have

been constituted under this Act.

(3) The Statutes, Ordinances, Regulations, Rules, Bye-laws and Orders in force immediately before the commencement of this Act shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force until they are replaced by the Statutes, Ordinances, Regulations, Rules, Bye-laws or Orders framed under this Act.

(4) All properties, all rights of whatever kind, used, enjoyed or possessed by and all interests of whatever kind owned by or vested in or held in trust by or for the University of Kerala constituted under the Kerala University Act, 1969 and all liabilities legally subsisting against the said University, which have not passed on to the Calicut University on the basis of area-wise or purpose-wise division, shall pass to the University constituted under this Act.

1 *First Statutes and Ordinances.* - Notwithstanding anything contained in this Act, the first Statutes and the first Ordinances of the University shall be made by the Government.

2 *Repeal:-*The Kerala University Act, 1969 (9 of 1969), is hereby repealed.

#### 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, Ernakulam 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 *ultravires* 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.

**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)**

For Office use only



# UNIVERSITY OF KERALA

**THE KERALA UNIVERSITYACT, 1974**

**(Act 17 of 1974)**

**(As amended up to 1-1-2006)**

**THE KERALA UNIVERSITY ACT, 1974****(Act 17 of 1974)**

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*Zmm*

Director  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034

*Belis*

REGISTRAR  
in-charge

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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



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, 1974. 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 Examinations' 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-Chordata of the B.Sc. (Final) Degree Examination in Zoology held on 21st May, 1974 be cancelled. This examination and the examinations in E.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 1974.

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-:7:-

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 Correspondence 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. Ramachendran 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

-: 19 :-

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65. The Syndicate considered the minutes of the Special Committee constituted by the Syndicate to examine the proposal for the introduction of Correspondence 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. 40037/P2/72/H. Edn. dated 18-3-1974 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 . . . .)

## MINUTES OF THE SYNDICATE, 26th OCTOBER, 1976

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**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



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



*Signature*  
 Director

# SCHOOL OF DISTANCE EDUCATION

## UG and PG Programmes

### ADMISSION SCHEDULE

**2018-19**

Admission notification for UG & PG Programmes	4th July 2018	
	I semester	II semester
<b>Schedule of admission without fine</b>		
UG programmes	30 August 2018	31 December 2018
PG programmes	30 August 2018	31 December 2018
<b>Schedule of admission with a fine of Rs.100/-</b>		
UG programmes	30 August 2018	30 January 2019
PG programmes	30 August 2018	30 January 2019
<b>Schedule of admission with a fine of Rs.250/-</b>		
UG programmes	30 September 2018	28 February 2019
PG programmes	30 September 2018	28 February 2019
<b>Schedule of admission with a fine of Rs.1000/-</b>		
UG programmes	30 November 2018	15 March 2019
PG programmes	30 November 2018	15 March 2019

### SCHEDULE OF DISTRIBUTION OF STUDY MATERIALS

Schedule of distribution of study materials	I semester		II semester	
	By Hand	By Post	By hand	By Post
UG Programmes	16 Aug 2018	27 Aug 2018	12 Dec 2018	18 Dec 2018
PG Programmes	21Aug 2018	14 Sep 2018	18 Dec 2018	24 Dec 2018

**SCHEDULE OF CONTACT CLASSES**

Schedule of Contact Classes	I semester	II semester
UG Programmes	First week of September 2018	First week of January 2019
PG Programmes	First week of October 2018	First week of February 2019

**SUBMISSION OF ASSIGNMENTS**

Submission of assignments	I semester	II semester
UG Programmes	15 December 2018	30 March 2019
PG Programmes	15 December 2018	30 March 2019
Publishing of Internal Marks (for UG & PG)	30 January 2019	30 April 2019
Last date of submission of complaints	15 February 2019	15 May 2019
Forwarding Internal Marks to Controller of Examinations	28 February 2019	30 May 2019

**SCHEDULE OF EXAMINATION**

Schedule of Examination	I & II semester
Date of Notification(UG & PG)	15 March 2019
Date of commencement of Examination UG Programmes	15 April 2019
Date of commencement of Examination PG Programmes	6 May 2019
Date of Publishing result of UG programmes	28 June 2019
Date of Publishing result of PG programmes	30 September 2019



*Zimmo*  
 Director  
 School of Distance Education  
 University of Kerala  
 Thiruvananthapuram - 695 034

## UNIVERSITY OF KERALA

## (Abstract)

Programmes through the School of Distance Education – Programme Project Reports of 26 programmes – approved – orders issued.

## ACADEMIC A.II SECTION

No.Ac.A.II/25/2017

Dated, Thiruvananthapuram 26.10.2017

- 1 U.O No: Ad.Misc/SDE/-Fee 2017 Dated, 21/03/2017
- 2 U.O No: Ad.Misc/SDE -Fee/2017 dated 04/03/2017
- 3 U.O No: Ad.Misc/SDE Fee 2017 4/03/2017
- 4 U.O No: Ac.AII/1/2015 dated 4/11/2015
- 5 Request dated 27/09/2017 and the certification by the Director, SDE

**ORDER**

As per the direction from the U.G.C, HEIs have to submit the Programme Project Report (PPR) and Self Learning Material (SLM) of the programmes duly approved by the Statutory body of the University for the recognition of courses. As per the above requisite, the Director, SDE has requested that the PPRs and SLMs of the following 26 programmes be approved by a Statutory body of the University for the purpose of applying for recognition to the U.G.C for the academic year 2018-19. The various components of the PPRs have been separately approved by the competent bodies of the University as read (1), (2) (3) and (4) above.

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

Director, SDE has certified that the PPRs of the 26 programmes offered by the SDE have been prepared by the respective faculty of the SDE as per the Schemes and syllabi of the respective courses approved by the

Academic Council, and that the fee structure and other Programme details included in the PPR are in accordance with the decisions taken thereon by the competent Bodies of the University and the SLMs have been prepared by the faculty concerned adhering to scheme and syllabus approved by the Academic Council, under the supervision/guidance of the course co-ordinator concerned and the Director, SDE and by seeking the assistance of external subject experts, wherever necessary.

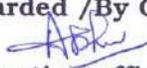
The Standing Committee of the Academic Council, at its meeting held on 25/10/2017, examined the documents along with the certification by the Director, SDE and recommended that the PPRs and SLMs of the 26 programmes offered by the SDE be approved.

The Vice Chancellor, based on the recommendations of the Standing Committee of the Academic Council, has approved the Programme Project Reports(PPR) and Self Learning Materials (SLM) of the 26 programmes offered by the SDE for the academic year 2018-19.

Orders are issued accordingly,

  
**Sobhanakumari.K**  
**Deputy Registrar (Acad II)**  
**For Registrar**

1. P.S to Vice Chancellor/Pro Vice Chancellor
2. PA to Registrar /Controller of Examinations
3. Director, SDE
4. Deputy Registrar, SDE
5. Ad.Misc Sn
5. PRO/RO/Enquiry
6. Stock File/File Copy

**Forwarded /By Order**  
  
**Section officer**

**UNIVERSITY OF KERALA**

**(Abstract)**

Programmes through the School of Distance Education – Programme Project Reports of 26 programmes – approved – orders issued.

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**ACADEMIC A.II SECTION**

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No.Ac.A.II/25/2017

Dated, Thiruvananthapuram 26.10.2017

- 
- 1 U.O No: Ad.Misc/SDE/-Fee 2017 Dated, 21/03/2017
  - 2 U.O No: Ad.Misc/SDE -Fee/2017 dated 04/03/2017
  - 3 U.O No: Ad.Misc/SDE Fee 2017 4/03/2017
  - 4 U.O No: Ac.AII/1/2015 dated 4/11/2015
  - 5 Request dated 27/09/2017 and the certification by the Director, SDE

**ORDER**

As per the direction from the U.G.C, HEIs have to submit the Programme Project Report (PPR) and Self Learning Material (SLM) of the programmes duly approved by the Statutory body of the University for the recognition of courses. As per the above requisite, the Director, SDE has requested that the PPRs and SLMs of the following 26 programmes be approved by a Statutory body of the University for the purpose of applying for recognition to the U.G.C for the academic year 2018-19. The various components of the PPRs have been separately approved by the competent bodies of the University as read (1), (2) (3) and (4) above.

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

Director, SDE has certified that the PPRs of the 26 programmes offered by the SDE have been prepared by the respective faculty of the SDE as per the Schemes and syllabi of the respective courses approved by the

Academic Council, and that the fee structure and other Programme details included in the PPR are in accordance with the decisions taken thereon by the competent Bodies of the University and the SLMs have been prepared by the faculty concerned adhering to scheme and syllabus approved by the Academic Council, under the supervision/guidance of the course co-ordinator concerned and the Director, SDE and by seeking the assistance of external subject experts, wherever necessary.

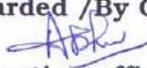
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The Vice Chancellor, based on the recommendations of the Standing Committee of the Academic Council, has approved the Programme Project Reports(PPR) and Self Learning Materials (SLM) of the 26 programmes offered by the SDE for the academic year 2018-19.

Orders are issued accordingly,

  
**Sobhanakumari.K**  
**Deputy Registrar (Acad II)**  
**For Registrar**

1. P.S to Vice Chancellor/Pro Vice Chancellor
2. PA to Registrar /Controller of Examinations
3. Director, SDE
4. Deputy Registrar, SDE
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6. Stock File/File Copy

**Forwarded /By Order**  
  
**Section officer**

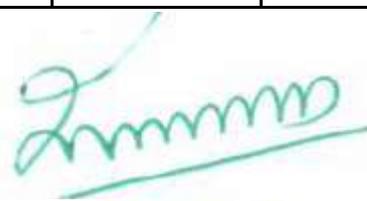
**FORMAT-A****Format for providing details of teaching staff (faculty) engaged for ODL programmes on full time and dedicated basis****Academic Staff**

<b>Sr. no.</b>	<b>Name of the permanent academic staff</b>	<b>Designation</b>	<b>Name of ODL programme</b>	<b>Appointment letter reference number and date</b>	<b>Working at (Headquarter/ Regional Centre /Study Center )</b>
1	Dr.Zeenath.K.S	Director	1. M.Sc (Mathematics) 2.B.Sc (Mathematics)	Ad.H.1/238/95 dtd 21.03.1998	Head quarters
2	Dr.P.P.Ajayakumar	Professor	1.M.A.(English) 2.B.A.(English)	Ad.H.1- 5029/88 dtd 8.12.1988	Head quarters
3	Dr.Asha.V	Professor	1.M.A (Sociology) 2. B.A (Sociology)	Ad.AI.2.2695/9 3 dtd 09.03.1995	Head quarters
4	Dr.A.M.Unnikrishnan	Associate Professor	1.M.A (Malayalam) 2. B.A (Malayalam)	Ad.H/5057/201 0 dtd 01.01.2011	Head quarters
5	Dr.Lal.C.A	Associate Professor	1.B.A (English) 2. M.A (English)	Ad.H/5091/11/ 2012/IDE(Eng) dtd03.08.2012	Head quarters
6	Dr.S.R.Sheeja	Assistant Professor	1.M.A(Economics) 2.B.A (Economics)	Ad.H/1801/200 8 dtd 29.01.2008	Head quarters
7	Dr.Mushthaq Ahammed.K	Assistant Professor	1. B.Com 2. M.Com 3. BBA 4. MBA	Ad.H/5091/11/ 2013/IDE(Com merce)/1 dtd 02.01.2013	Head quarters
8	Dr.Balu.B	Assistant Professor	1.B.Com 2.M.Com	Ad.H/5091/11/ 2013/IDE(Com merce)/3 dtd 02.01.2013	Head quarters
9	Dr.Rajan.T.K	Assistant Professor	1. B.A (Hindi) 2. M.A (Hindi)	Ad.H/5091/11/ 2013/Hindi(ID E)/2 dtd 27.05.2013	Head quarters

10	Dr.Rose Mary George	Assistant Professor	1. M.A (Political Science) 2. B.A(Political Science)	Ad.H/5091/11/PoliticalScience(IDE)/2013 dtd 27.05.2013	Head quarters
11	Dr.Venumohan.S	Assistant Professor	1. M.A (History) 2. B.A(History)	Ad.H/5019/11/IDE(History)/2014 dtd 21.05.2014	Head quarters
12	Dr.Indu.K.V	Assistant Professor	1. B.A (Hindi) 2. M.A (Hindi)	Ad.H/2904/07/IDE(Hindi)2013 dtd 27.05.2013	Head quarters
13	Dr.R.Vasanthagopal	Assistant Professor	1. B.Com 2. M.Com	Ad.H/5091/11/2013/IDE(Commerce)/4 dtd 02.01.2013	Head quarters
14	Dr.Suja.S	Assistant Professor	1.B.A(Malayalam) 2.M.A(Malayalam)	Ad.H/44875/12/Malayalam(IDE)/2013 dtd 18.12.2013	Head quarters
15	Dr.S.Nazeeb	Assistant Professor	1.B.A(Malayalam) 2.M.A(Malayalam)	Ad.H/5091/11/2012/IDE(Malayalam) dtd 05.11.2012	Head quarters
16	Dr.Shaji. A	Assistant Professor	1. B.A (History) 2. M.A(History)	Ad.H/2904/07S/IDE(History)/2014 dtd 30.12.2014	Head quarters
17	Dr. S. Ajitha	Assistant Professor	1. M.A(Public Administration) 2. MBA	Ad.H/1819/2011 dtd 27.12.2011	Head quarters
18	Dr.Suresh Kumar.K.S	Assistant Professor	1. M.Com 2. B.Com	Ad.H/5091/11/2013/IDE(Commerce)/2 dtd 02.01.2013	Head quarters
19	Dr.Deepak.K.R	Assistant Professor	1. M.A (Hindi) 2. B.A (Hindi)	Ad.H/5091/2013/Hindi(IDE) dtd 27.05.2013	Head quarters
20	Dr. A.Gopikuttan	Assistant Professor (Contract)	1. BLISc 2. M.LISc	Ad.B.III.2/SD E-5002/2016 Dtd.21.04.2018	Head quarters
21	Rubsana N Beegum	Assistant Professor (Contract)	1.B.A( Economics) 2.M.A (Economics)	Ad.B.III.2/SD E-5010/2016 dtd16.10.2017	Head quarters
22	Maya. S	Assistant Professor	1. B.A (Sociology)	Ad.B.III.2/SD	Head quarters

		Professor (Contract)	2. M.A( Sociology)	E-5001/2016 dtd 04.04.2018	quarters
23	Aby T Suresh	Assistant Professor (Contract)	1. B.A (Political Science) 2. M.A (Political Science)	Ad.B.III./0202 23/2018 Dtd 17.04.2018	Head quarters
24	Najma Abdulkalam	Assistant Professor (Contract)	1.B.Sc (Computer Science) 2. M.Sc(Computer Science) 3. BCA	Ad.B.III./0202 23/2018 Dtd 17.04.2018	Head quarters
25	Krishna S. S.	Assistant Professor (Contract)	1.M.Sc (Computer Science) 2. B.Sc(Computer Science) 3. BCA	Ad.B.III.2/SD E-7733/2015 dtd19.04.2017	Head quarters
26	Dr. Shaji. B.	Assistant Professor (Contract)	1. BBA 2. MBA	Ad.B.III.2/172 4/2013 Dtd 05.07.2017	Head quarters
27	Liji . I. H.	Assistant Professor (Contract)	1.B.Sc (Computer Science) 2. M.Sc(Computer Science) 3. BCA	Ad.B.III./0202 23/2018 Dtd 17.04.2018	Head quarters
28	Dr. K. Karunakaran	Assistant Professor (Contract)	1. B.Sc (Mathematics) 2.M.Sc (Mathematics)	Ad.B.III.2/SDE -5008/2016 dtd14.08.2017	Head quarters



  
**Director**  
**School of Distance Education,**  
**University of Kerala**  
**Thiruvananthapuram - 695 034**

7RS



**AFFIDAVIT BY THE REGISTRAR, UNIVERSITY OF KERALA, PALAYAM, THIRUVANANTHAPURAM FOR SUBMISSION TO THE UNIVERSITY GRANTS COMMISSION, DISTANCE EDUCATION BUREAU, BAHADUR SHAH ZAFAR MARG, NEW DELHI 110 001 SIGNED BEFORE NOTARY AT TOWN- THIRUVANANTHAPURAM, TALUK- THIRUVANANTHAPURAM, DISTRICT-THIRUVANANTHAPURAM, STATE -KERALA**

On this the 25<sup>th</sup> day of April, 2018

**AFFIDAVIT**

I, Dr. Jayachandran R., Registrar-in-charge of University of Kerala, Palayam, Thiruvananthapuram 695 034, do hereby solemnly affirm and declare as under:

1. That our University namely University of Kerala wish to apply for the recognition of programmes to be offered under Open and Distance Learning mode with effect from the academic session 2018-19 beginning in July, 2018.

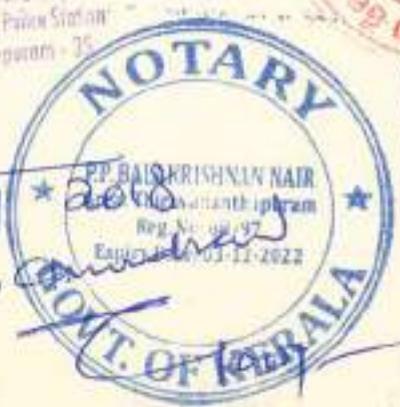
*[Signature]*  
**P. P. BALAKRISHNAN NAIR**  
 Advocate & Notary, Roll No: 21/68  
 Balakrishna's Chambers, Opp. Police Station  
 Vanchiyoor, Thiruvananthapuram - 75



*[Signature]*  
**REGISTRAR**  
 in-charge

AD: 4148

19 4 2018  
*[Signature]*  
**R. Jayachandran**



*[Signature]*  
**KILYALLOOR MANI**  
 PALAYAM JUNCTION  
 India Institute of Commerce Bldg  
 University PO, Trivandrum-34



2. I have fully understood the clauses, terms and conditions as stipulated in the University Grants Commission (Open and Distance Learning) Regulations, 2017 along with two amendments thereon notified on 11.10.2017 and 06.02.2018.
3. That University has submitted the proposal as per the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments as mentioned in para 2 above.
4. That University has submitted the proposal ONLINE through the designated portal and is also submitting duly certified three hard copies of the same proposal along with all the annexures, within the specified period, to UGC.
5. That University is eligible in all respect to apply for offering education through open and distance learning mode as per UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above.
6. It is also declared that academic and instructional facilities at its Regional Centres and Learning Support Centres (Study Centres) meet all the conditions of UGC (ODL) Regulations, 2017, its amendments as mentioned in para 2 above and guidelines issued from time to time, and are commensurate with the number of academic programmes and learner's strength thereto. It is also declared that these are as per the other applicable Regulations of UGC.
7. That the University has been offering education through open and distance learning mode with the approval of UGC/erstwhile DEC and has not violated any of the terms and conditions as stipulated in the approval/recognition letter No. F.No.UGC/DEB/UK/THPRM/KRL/2016 dated 04.01.2017 and norms issued by the relevant/concerned statutory bodies from time to time.
8. That the University shall scrupulously abide by UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above while imparting education through open and distance learning mode after getting the approval of UGC.
9. That all the information given by the University in the proposal submitted to UGC is complete, true and correct.

*P.P. Balakrishnan Nair*

P. P. BALAKRISHNAN NAIR  
Advocate & Notary, Roll No: 21/63  
Balakrishnan's Chambers, Opp. Police Station  
Vanchiyoor, Thiruvananthapuram - 35



*B. B. B.*

REGISTRAR  
in-charge

10. That I am fully aware of the consequences, if the University fails to abide by UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above

11. That I am fully aware that in case any information, documentary evidence submitted/produced by the University is found to be false or fake at a later stage or in case of any violation, the recognition of University shall be withdrawn and UGC may also take other punitive measures mentioned in UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above. I am also fully aware that it is the sole responsibility of the University for the career consequences of students, if any, arising out of the same.



*Belu*  
DEPONENT  
REGISTRAR  
in-charge

**VERIFICATION:**

I, Dr. Jayachandran. R, the above named deponent do hereby verify on 25/04/2018 at Thiruvananthapuram that the contents mentioned above are correct and true statements.



*Belu*  
DEPONENT  
REGISTRAR  
in-charge



*Signed before me on this the 25th day of April 2018 at my office, Vayalikkulam, Thiruvananthapuram and attested.*

*P.P. Balakrishnan Nair*  
25-04-2018

P. P. BALAKRISHNAN NAIR  
Advocate & Notary, Roll No: 21/68  
Balakrishna's Chambers, Opp. Police Station  
Vandiyoor, Thiruvananthapuram - 35

*5th. 7/18*

**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Arts (Economics)**  
**Programme Project Report (PPR)**

**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 16<sup>th</sup> 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 12 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 2016-17 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**

- i. To enable learners to develop a sound understanding of economic principles.
- ii. To provide a general understanding of the functioning of economic systems and the role of institutions, groups and regions within that system.
- iii. To impart skills in relevant quantitative techniques and methods of economic analysis.
- iv. To make the students capable of undertaking critical evaluation of contemporary economic issues.
- v. 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**

<b>Sem No.</b>	<b>Course Code</b>	<b>COURSE TITLE</b>	<b>Number of credits</b>	<b>CE Marks</b>	<b>ESE Marks</b>	<b>Total</b>
<b>I</b>	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
	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
		<b>TOTAL</b>	<b>17</b>	<b>120</b>	<b>480</b>	<b>600</b>

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
		<b>TOTAL</b>	<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>
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
			<b>TOTAL</b>	<b>21</b>	<b>120</b>	<b>480</b>

<b>Se m No.</b>	<b>Course Code</b>	<b>COURSE TITLE</b>	<b>Number of Credits</b>	<b>CE Marks</b>	<b>ESE Marks</b>	<b>Total</b>
IV	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
	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
		<b>TOTAL</b>	<b>21</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>Sem No.</b>	<b>Course Code</b>	<b>COURSE TITLE</b>	<b>Number of Credits</b>	<b>CE Mark s</b>	<b>ESE Marks</b>	<b>Total</b>
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
		<b>TOTAL</b>	<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>Sem No.</b>	<b>Course Number</b>	<b>COURSE TITLE</b>	<b>Number of Credits</b>	<b>CE Marks</b>	<b>ESE Marks</b>	<b>Total</b>
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
		<b>TOTAL</b>	<b>21</b>	<b>100</b>	<b>500</b>	<b>600</b>
		<b>GRAND TOTAL</b>	<b>120</b>	<b>700</b>	<b>2900</b>	<b>3600</b>

**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.

**Fee Structure:** The fee for the course is Rs.13500. 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).

**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 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 2014-15):**

Sl.No	Expenditure	Total for the SDE during 14-15 (13997 students) (Rs.in lakh)	Cost estimate for B.A Economics programme (250 students)
01	Pay and Allowance	340.03238	656886
02	Contact classes and evaluation	95.23827	78000
03	Course materials	107.25638	90000
04	Advertisement charges	14.30936	57000
05	Postage and telephone	4.56142	18000
06	Books and Periodicals	0.59825	40000
07	Miscellaneous	5.33926	12500
	Total	567.33532	952386
	Provisions (6%)		57143
	Total		1009529
			Cost per student/ year=Rs.4038

**(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 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.

**Expected Programme Outcomes:** Towards the end of the programme, students will be able to:

- Think critically and innovatively.
- Identify 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.



**Director**  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034




**REGISTRAR**  
in-charge

**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Arts ( English)**

**PROGRAMME PROJECT REPORT (PPR)**

**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 16<sup>th</sup> 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 12 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 streamline 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 2016-17 onwards. The SDE has no private off campus/learner support centres.

### **3. Details of the Proposed BA English Programme**

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

##### **3.1 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, 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.

##### **3.2 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.

##### **3.3 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.

##### **3.4 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

### 3.5 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 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.

#### 3.5.2 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
		Language Course II (Addl. Language)	3	20	80	100
	EN 1121	Foundation Course I Writings on Contemporary Issues	2	20	80	100
	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
		<b>TOTAL</b>	<b>18</b>	<b>120</b>	<b>480</b>	<b>600</b>
II	EN 1211.1	Language Course III Environmental Studies	4	20	80	100

		Language Course IV				
EN 1212.1		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
		<b>TOTAL</b>	<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>
EN 1311.1		Language Course VI Writing and Presentation Skills	4	20	80	100
		Language Course VII Addl. Language III	4	20	80	100
<b>III</b>	EN 1341	Core III – Reading Fiction	3	20	80	100
	EN 1341	Core IV - 20 <sup>th</sup> 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
		<b>TOTAL</b>	<b>21</b>	<b>120</b>	<b>480</b>	<b>600</b>
	EN 1411.1	Language Course VIII Readings in Literature	4	20	80	100
<b>IV</b>		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
		<b>TOTAL</b>	<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>
	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
<b>V</b>	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
		<b>TOTAL</b>	<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>
	EN 1641	Core XI – World Classics	4	20	80	100
<b>VI</b>	EN 1642	Core XII– Methodology & Perspectives of Humanities	4	20	80	100
	EN 1643	Core XIII- English for the Media	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
EN 1671	Dissertation/ Essay	4	-	80+ 20(Viva- Voce) / 100	100
<b>TOTAL</b>		<b>21</b>	<b>100</b>	<b>500</b>	<b>600</b>
<b>GRAND TOTAL</b>		<b>120</b>	<b>700</b>	<b>2900</b>	<b>3600</b>

### 3.5.3 Duration of the programme

Six Semesters, three years.

### 3.5.4 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.

### 3.5.5 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.

### 3.5.6 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.

### 3.6 Procedure for admissions, curriculum transaction and evaluation:

**3.6.1** 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](http://www.ideku.net)) and on the admission website

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

### 3.6.2 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.

### 3.6.3 Fee Structure

Admission Fee	Affiliation Fee	Assignment Fee	SLM Fee	Lab Fee	Tuition Fee	Total for the Programme
150	400	150	1200(4 Sem)	Nil	7350	9250

### 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 from SC/ST department as per the rules laid 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 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.

### 3.6.6 Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Schedule of admission without fine		
BA English	Last week of July	
Schedule of admission with a fine of Rs.100/-		
BA English	Second week of August	
Schedule of admission with a fine of Rs.250/-		
BA English	Last week of August	
Schedule of distribution of study materials		
Course	Date	By Post
BA English III, IV, V and VI Semester	Last week of June	Last week of July
BA English I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
BA English III, IV, V and VI Semester	First week of July	
BA English I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
BA English V and VI Semester	First week of April	
BA English III and IV Semester	Second and Third week of April	
BA English I and II Semester	Fourth 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:**

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 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.

### **3.8 Cost Estimate of the Programme and the Provisions (Base 2014-15)**

Sl.No	Expenditure	Total for the SDE during 14-15 (13997 students) (Rs.in lakh)	Cost estimate for BA English programme (1000 students)
01	Pay and Allowance	340.03238	1625000
02	Contact classes and evaluation	95.23827	575000
03	Course materials	107.25638	1125000
04	Advertisement charges	14.30936	15000

05	Postage and telephone	4.56142	5000
06	Books and Periodicals	0.59825	50000
07	Miscellaneous	5.33926	6250
	Total	567.33532	3401250
	Provisions (6%)		204075
	Total		3605325 Cost per student/ year=Rs.3605

### 3.9 Quality Assurance Mechanism and Expected Programme Outcomes

#### 3.9.1 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 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.

#### 3.9.2 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 artefacts.
- Have an increase in awareness of the general issues prevailing in society.



**Director**  
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Thiruvananthapuram - 695 034



**REGISTRAR**  
in-charge

**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Arts (Hindi)**

**PROGRAMME PROJECT REPORT (PPR)**

### **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 16<sup>th</sup> 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 12 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 2016-17 onwards. The SDE has no private off campus/learner support centres.

### **3. Details of the Proposed BA Hindi Programme**

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

##### **3.1 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 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. 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 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 identify 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..

##### **3.2 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.

### **3.3 Nature of prospective target group of learners :**

A BA 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 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 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 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.

### **3.5 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.

### 3.5.2 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	Foundation Course- I English	2	80	20	100
HN 1131	Compl: Course I- Women's Literature in Hindi (Compulsory)	2			
HN 1132/ SK 1131.1	Compl: Course II- Cultural History of India	2	80	20	100
			80	20	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	Language course - English	4	80	20	100
EN 1212	Language course - English	3			
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 Course XII- 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

### 3.5.3 Duration of the programme

Six Semesters, three years.

### 3.5.4 Faculty and support staff requirement

There is 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.

### 3.5.5 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.

### 3.5.6 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 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](http://www.ideku.net)) and on the admission website ([www.de.keralauniversity.ac.in](http://www.de.keralauniversity.ac.in)). Students seeking admission shall apply online.

### 3.6.2 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.

### 3.6.3 Fee Structure

Admission Fee	Affiliation Fee	Assignment Fee	SLM Fee	Lab Fee	Tuition Fee	Total for the Programme
150	400	150	1200(4 Sem)	Nil	7350	9250

### 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 laid 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 programmes. 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	
Schedule of admission without fine		
BA Hindi	Last week of July	
Schedule of admission with a fine of Rs.100/-		
BA Hindi	Second week of August	
Schedule of admission with a fine of Rs.250/-		
BA Hindi	Last week of August	
Schedule of distribution of study materials		
Course	Date	By Post
BA Hindi III, IV, V and VI Semester	Last week of June	Last week of July
BA Hindi I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
BA Hindi III, IV, V and VI Semester	First week of July	

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

Laboratory hours 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 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.

### 3.8 Cost Estimate of the Programme and the Provisions (Base 2014-15)

Sl.No	Expenditure	Total for the SDE during 14-15 (13997 students) (Rs.in lakh)	Cost estimate for B.A Hindi programme (300 students)
01	Pay and Allowance	340.03238	1487500
02	Contact classes and evaluation	95.23827	172500
03	Course materials	107.25638	337500
04	Advertisement charges	14.30936	4500
05	Postage and telephone	4.56142	1500
06	Books and Periodicals	0.59825	15000
07	Miscellaneous	5.33926	1875
	Total	567.33532	1020375
	Provisions (6%)		61222
	Total		1081597 Cost per student/ year=Rs.3605

### 3.9 Quality Assurance Mechanism and Expected Programme Outcomes

#### 3.9.1 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 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.

### 3.9.2 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 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



**Director**  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034




**REGISTRAR**  
in-charge

**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Arts ( History)**

**PROGRAMME PROJECT REPORT (PPR)**

### **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 16<sup>th</sup> 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 12 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 2016-17 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 curriculum 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**

<b>SEM</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Number of Credits</b>	<b>CE (Marks)</b>	<b>ESE (Marks)</b>	<b>Total</b>
<b>I</b>	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
		<b>TOTAL</b>	<b>18</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>II</b>	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
			<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>

		<b>TOTAL</b>				
<b>III</b>	EN 1311	Language Course VI (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
		<b>TOTAL</b>	<b>21</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>IV</b>	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

		<b>TOTAL</b>	<b>21</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>V</b>	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
	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
		<b>TOTAL</b>	<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>VI</b>	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
		<b>TOTAL</b>	<b>21</b>	<b>100</b>	<b>500</b>	<b>600</b>
		<b>GRAND TOTAL</b>	<b>120</b>	<b>700</b>	<b>2900</b>	<b>3600</b>

### **(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.

**(ii) Fee Structure:** The fee for the course is Rs.12500.

**(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 from SC/ST department as per the rules laid 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 are 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 BAHistory, 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 14-15 (13997 students) (Rs.in lakh)	Cost estimate for BA History programme (800 students)
01	Pay and Allowance	340.03238	1300000
02	Contact classes and evaluation	95.23827	460000
03	Course materials	107.25638	900000
04	Advertisement charges	14.30936	12000
05	Postage and telephone	4.56142	4000
06	Books and Periodicals	0.59825	40000
07	Miscellaneous	5.33926	5000
	Total	567.33532	2721000

	Provisions (6%)		163260
	Total		<b>2884260</b> Cost per student/ year=Rs.3605

**(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 orally and 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.



**Director**  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034




**REGISTRAR**  
in-charge

**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Arts(Malayalam)**

**PROGRAMME PROJECT REPORT (PPR)**

### **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 16<sup>th</sup> 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 12 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 2016-17 onwards. The SDE has no private off campus/learner support centres.

### **3. Details of the Proposed BA Malayalam Programme**

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

##### **3.1 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 for vertical professional mobility.

##### **3.2 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.

##### **3.3 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.

##### **3.4 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

### 3.5 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.

#### 3.5.2 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
		<b>TOTAL</b>	<b>18</b>	<b>120</b>	<b>480</b>	<b>600</b>

<b>II</b>	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
		<b>TOTAL</b>	<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>III</b>	EN 1311.1	Language Course VI Writing and Presentation Skills	4	20	80	100
	ML 1311.1	Language Course VII Addl. Language III Drisyakalasaahithyam	4	20	80	100
	ML 1321	Foundation course II (Informatics) Adhunkiasankethikavidyayummalayalabhashapadanavum	3	20	80	100
	ML 1341	Core Course III – Literary theories: Eastern and Westwrn	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
		<b>TOTAL</b>	<b>21</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>IV</b>	EN 1411.1	Language Course VIII English V	4	20	80	100
	ML 1411.1	Language Course IX Addl. Language IV Vinimayam, sargathmakarachana, bhashaavahodham	4	20	80	100

	ML 1441	Core Course IV- Malayalakavitha- Poorvaghatam	4	20	80	100
	ML 1442	Core Course V Malayalashahithyaniroopanam	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
		<b>TOTAL</b>	<b>21</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>V</b>	ML 1541	Core VI- Linguistic – History of language Bhashashastram	4	20	80	100
	ML 1542	Core VII – Cherukadhapanam	4	20	80	100
	ML 1543	Core VIII – Folklore	2	20	80	100
	ML 1544	Core IX– Jeevacharitam, 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
		<b>TOTAL</b>	<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>VI</b>	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
		<b>TOTAL</b>	<b>21</b>	<b>100</b>	<b>500</b>	<b>600</b>
		<b>GRAND TOTAL</b>	<b>120</b>	<b>700</b>	<b>2900</b>	<b>3600</b>

### 3.5.3 Duration of the programme

Six Semesters, three years.

### 3.5.4 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.

### 3.5.5 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.

### 3.5.6 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 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](http://www.ideku.net)) and on the admission website ([www.de.keralauniversity.ac.in](http://www.de.keralauniversity.ac.in)). Students seeking admission shall apply online.

### 3.6.2 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.

### 3.6.3 Fee Structure

Admission Fee	Affiliation Fee	Assignment Fee	SLM Fee	Lab Fee	Tuition Fee	Total for the Programme
150	400	150	1200(4Sem)	Nil	7350	9250

### 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 from SC/ST department as per the rules laid 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 programmes. 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	
Schedule of admission without fine		
BA Malayalam	Last week of July	
Schedule of admission with a fine of Rs.100/-		
BA Malayalam	Second week of August	
Schedule of admission with a fine of Rs.250/-		
BA Malayalam	Last week of August	
Schedule of distribution of study materials		
Course	Date	By Post
BA Malayalam III, IV, V and VI Semester	Last week of June	Last week of July
BA Malayalam I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
BA Malayalam III, IV, V and VI Semester	First week of July	
BA Malayalam I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
BA Malayalam V and VI Semester	First week of April	
BA Malayalam III and IV Semester	Second and Third week of April	
BA Malayalam I and II Semester	Fourth 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:

Laboratory hours 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 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.

### 3.8 Cost Estimate of the Programme and the Provisions (Base 2014-15)

Sl.No	Expenditure	Total for the SDE during 14-15 (13997 students) (Rs.in lakh)	Cost estimate for B.A Malayalam programme (300 students)
01	Pay and Allowance	340.03238	1487500
02	Contact classes and evaluation	95.23827	172500
03	Course materials	107.25638	337500
04	Advertisement charges	14.30936	4500
05	Postage and telephone	4.56142	1500
06	Books and Periodicals	0.59825	15000
07	Miscellaneous	5.33926	1875
	Total	567.33532	1020375

	Provisions (6%)		61222
	Total		1081597 Cost per student/ year=Rs.3605

### 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 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. 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 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, while also

learning to critically analyse texts and cultural artifacts.

- Have an increase awareness of the general issues prevailing in the society



**Director**  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034



**REGISTRAR**  
in-charge

**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Arts(Political Science)**  
**PROGRAMME PROJECT REPORT (PPR)**

**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 (SDE)**

<b>SEM</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>NUMBER OF CREDITS</b>	<b>CE (Marks )</b>	<b>ESE (Marks )</b>	<b>Total</b>
<b>I</b>	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
		<b>Total</b>	<b>17</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>II</b>	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
		<b>Total</b>	<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>
	EN 1 3 1 1	English IV	4	20	80	100

<b>III</b>	1 3 1 1	Addl. Language III	4	20	80	100
	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
		<b>Total</b>	<b>21</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>IV</b>	EN 1 4 1 1	English V	4	20	80	100
	1 4 1 1	Addl. Language IV	4	20	80	100
	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
		<b>Total</b>	<b>21</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>V</b>	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
	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
		<b>Total</b>	<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>VI</b>	PS 1 6 4 1	Core XI – Modern Political Thought	4	20	80	100
	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
		<b>Total</b>	<b>21</b>	<b>100</b>	<b>500</b>	<b>600</b>
		<b>Grand Total</b>	<b>120</b>	<b>720</b>	<b>2880</b>	<b>3600</b>

## **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. 12,500/- (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 from 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 programmes. 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
Schedule of admission without fine	
B A Political Science	Last week of July
Schedule of admission with a fine of Rs.100/-	
B A Political Science	Second week of August
Schedule of admission with a fine of Rs.250/-	

B A Political Science	Last week of August	
Schedule of distribution of study materials		
Course	Date	By Post
B A Political Science III, IV, V and VI Semester	Last week of June	Last week of July
B A Political Science I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
B A Political Science III, IV, V and VI Semester	First week of July	
B A Political Science I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
B A Political Science V and VI Semester	First week of April	
B A Political Science III and IV Semester	Second and Third week of April	
B A Political Science 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:**

Laboratory hours 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 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:**

Sl.No	Expenditure	Total for the SDE during 14-15 (13997 students) (Rs.in lakh)	Cost estimate for BA Political Science Programme (200 students)
01	Pay and Allowance	340.03238	600000
02	Contact classes and evaluation	95.23827	84000
03	Course materials	107.25638	72000
04	Advertisement charges	14.30936	57000
05	Postage and telephone	4.56142	18000
06	Books and Periodicals	0.59825	150000
07	Miscellaneous	5.33926	21500
	Total	567.33532	1002500
	Provisions (6%)		60150
	Total		1062650 Cost per student/ year=Rs.5313

### **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



**Director**  
 School of Distance Education  
 University of Kerala  
 Thiruvananthapuram - 695 034




**REGISTRAR**  
 in-charge

**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Arts (Sociology)**  
**Programme Project Report (PPR)**

**(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:**

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
<b>I</b>	EN 1 1 1 1.1	Language Course I (English- I)	4	20	80	100
	ML/HN 1111.1	Language Course II (Addl. Language)	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- 1900)	2	20	80	100
		<b>TOTAL</b>		<b>17</b>	<b>120</b>	<b>480</b>
<b>II</b>	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
	<b>TOTAL</b>		<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>III</b>	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
	<b>TOTAL</b>		<b>21</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>IV</b>	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	Complementary VIII- History (History of contemporary India After 1948)	3	20	80	100

		<b>TOTAL</b>	<b>21</b>	<b>120</b>	<b>480</b>	<b>600</b>
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<b>V</b>	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	-	-	-	-
<b>TOTAL</b>			<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>VI</b>	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
<b>TOTAL</b>			<b>21</b>	<b>100</b>	<b>500</b>	<b>600</b>
<b>GRAND TOTAL</b>			<b>120</b>	<b>700</b>	<b>2900</b>	<b>3600</b>

**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 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 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.

**Fee structure:** RS 12500/- fore 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 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.

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

Laboratory hours is 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 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 14-15 (13997 students) (Rs.in lakh)	Cost estimate for BA Sociology programme (1250 students)
1	Pay and Allowance	340.03238	1050000
2	Contact classes and evaluation	95.23827	318000
3	Course materials	107.25638	375000
4	Advertisement charges	14.30936	57000
5	Postage and telephone	4.56142	18000
6	Books and Periodicals	0.59825	100000
7	Miscellaneous	5.33926	12500
	Total	567.33532	1930500
	Provisions (6%)		115830
<b>Total</b>			<b>Rs. 2046330</b> Cost per student/ year=Rs. 1637

**(i) Quality assurance mechanism and expected programme outcomes :**

The University Board of Studies for FDP Sociology programmes approves and reviews the syllabus, course content, and the Self Learning Material of BA Sociology 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 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 them.

  
Director  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034



  
REGISTRAR  
in-charge



**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Business Administration ( BBA)**  
**PROGRAMME PROJECT REPORT (PPR)**

**a. Programme's 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 pass outs who are seeking a career at management level.

d. Appropriateness of programmes to be conducted in Open and Distance learning mode 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, unitising each subject matter, specification of required time and syllabus formulation.

ii) Duration of the Programme

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

iii) Fees Structure

Semester	No.of subjects(1)	SLM(2)	Tuition fees(3)	Total (1*2)+3
First	6	250	2050	Rs.3550
second	6	250	2050	Rs.3550
Third	5	250	2050	Rs.3300
Fourth	5	250	2050	Rs.3300
Fifth	5	250	2050	Rs.3300
Sixth	4	250	2050	Rs.3050

**Grand total for three years- Rs.20050 (Rs.Twenty thousand fifty)**

#### 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, (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.

#### 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](http://www.ideku.net)) and on the admission website ([www.de.keralauniversity.ac.in](http://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 communitiesshall be given relaxation as per University rules

### iii) Financial assistance

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).

### iv) 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. 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.

### v) 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%.

### 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.

### g) 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 23,000 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. 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 14-15 (13997 students) (Rs.in lakh)	Cost estimate for B.B.A programme (400 students)
01	Pay and Allowance	340.03238	300000
02	Contact classes and evaluation	95.23827	135000
03	Course materials	107.25638	460000
04	Advertisement charges	14.30936	60000
05	Postage and telephone	4.56142	20000
06	Books and Periodicals	0.59825	200000
07	Miscellaneous	5.33926	25000
	Total	567.33532	1200000
	Provisions (6%)		72000
	Total		1272000
			Cost per student/ year=Rs.3180

i) Quality assurance mechanism and expected programme outcomes

Quality is 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 attendance and assignment (5% for attendance and 15% for assignment).

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.



**Director**  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034



**REGISTRAR**  
in-charge

**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Commerce (B.Com)**

**PROGRAMME PROJECT REPORT (PPR)**

## **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 16<sup>th</sup> 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 12 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 reaccruited 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 streamline 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 2016-17 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, ICMA, 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 world. 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, unitising each subject matter, specification of required time and syllabus formulation.

#### 3.5.2 Programme Details

SEM	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: Environmental Studies	2	20	80	100
	CO 1141	Core Course- I: Methodology and Perspectives of Business Education	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 V/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 V/II/III	4	20	80	100
			TOTAL	21	120	480
	CO 1541	Core Course XI: Fundamentals of	4	20	80	

V		Income Tax				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 V/II/III	4	20	80	100
		TOTAL	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 V/II/III	4	20	80	100
	CO 1644	Essay	4	-	100	100
	TOTAL	22	100	500	600	
	GRAND TOTAL	120	680	2820	3500	

**ELECTIVE STREAMS  
ELECTIVE 1-FINANCE**

SEM	Course 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
		TOTAL	16	80	320	400

**ELECTIVE II-COPERATION**

SEM	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
		TOTAL	16	80	320	400

#### ELECTIVE III-COMPUTER APPLICATION

SEM	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 Designing and Production for Business	4	20	80	100
VI	CO 1661.5	Computerised Accounting	4	20	80	100
		TOTAL	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 other than Commerce)	CO1661.6	Marketing Management	2	20	80	100

### 3.5.3 Duration of the Programme

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

### 3.5.4 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.

### 3.5.5 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.

### 3.5.6 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 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](http://www.ideku.net)) and on the admission website ([www.de.keralauniversity.ac.in](http://www.de.keralauniversity.ac.in)). Students seeking admission shall apply online.

### 3.6.2 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.

### 3.6.3 Fee Structure

B.Com (Finance/Cooperation) Rs. 12500/- for full programme; B.Com (Computer Application) Rs.13500 for full programme.

### 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 laid 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 programmes. 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
Schedule of admission without fine	
B.Com	Last week of July
Schedule of admission with a fine of Rs.100/-	
B.Com	Second week of August
Schedule of admission with a fine of Rs.250/-	

B.Com	Last week of August	
Schedule of distribution of study materials		
Course	Date	By Post
B.Com III, IV, V and VI Semester	Last week of June	Last week of July
B.Com I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
B.Com III, IV, V and VI Semester	First week of July	
B.Com I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
B.Com V and VI Semester	First week of April	
B.Com III and IV Semester	Second and Third week of April	
B.Com I and II Semester	Fourth 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.

### 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

### 3.7 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 23,000 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. 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.

### 3.8 Cost Estimate of the Programme and the Provisions (Base 2014-15)

Sl.No	Expenditure	Total for the SDE during 14-15 (13997 students) (Rs.in lakh)	Cost estimate for B.Com programme (4000 students)
01	Pay and Allowance	340.03238	6500000
02	Contact classes and evaluation	95.23827	2300000
03	Course materials	107.25638	4500000
04	Advertisement charges	14.30936	60000
05	Postage and telephone	4.56142	20000
06	Books and Periodicals	0.59825	200000
07	Miscellaneous	5.33926	25000
	Total	567.33532	13605000
	Provisions (6%)		816300
	Total		14421300 Cost per student/ year=Rs.3605

### 3.9 Quality Assurance Mechanism and Expected Programme Outcomes

#### 3.9.1 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, Adoor and Alappuzha.

### 3.9.2 Expected Programme Outcomes

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

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



**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Computer Applications**  
**PROGRAMME PROJECT REPORT (PPR)**

**(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:

Instructional Design:

### SCHEME AND SYLLABUS AND DISTRIBUTION OF MARKS

<b>Semester 1</b>					
<b>Course code</b>	<b>Credits</b>	<b>Course Name</b>	<b>CE</b>	<b>ESE</b>	<b>Total</b>
EN1111.4	2	Speaking and listening skills	20	80	100
MM1131.9	3	Ma the m atics I	20	80	100
CP1121	3	Introduction to IT	20	80	100
CP1131	3	Digital Electronics	20	80	100
CP1141	4	Introduction to Programming	20	80	100
CP1142	3	Programming Lab – I	20	80	100
CP1122	2	PC Software Lab	20	80	100
<b>TOTAL</b>	<b>20</b>		<b>140</b>	<b>560</b>	<b>700</b>

### Semester 2

<b>Course code</b>	<b>Credits</b>	<b>Course Name</b>	<b>CE</b>	<b>ESE</b>	<b>Total</b>
EN1211.4	2	Writing and Presentation Skills	20	80	100
MM1231.9	3	Mathematics II	20	80	100
CP1241	3	Environmental Studies	20	80	100
CP1242	3	Object Ori nte d Programming	20	80	100
CP1243	3	Data Structures	20	80	100
CP1244	3	Programming Lab – II	20	80	100
CP1245	3	Data Structure Lab	20	80	100
<b>TOTAL</b>	<b>20</b>		<b>140</b>	<b>560</b>	<b>700</b>

**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
<b>TOTAL</b>	<b>20</b>		<b>140</b>	<b>560</b>	<b>700</b>

**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
<b>TOTAL</b>	<b>20</b>		<b>140</b>	<b>560</b>	<b>700</b>

**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	20	80	100
CP1543	3	Internet Programming	20	80	100
CP1551.1 CP1551.2 CP1551.3	2	<b>Open Course</b> Internet Technology LINUX Environment Business Informatics	20	80	100
CP1544	3	System Analysis & Design	20	80	100
CP1545	3	Internet Programming Lab	20	80	100
CP1546	3	Computer Graphics Lab	20	80	100
<b>TOTAL</b>	<b>20</b>		<b>140</b>	<b>560</b>	<b>700</b>

## 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 CP1661.3	4	<b>Elective</b> Bioinformatics Trends in Computing Software Testing	20	80	100
CP1644	3	Free and Open Source Software (FOSS) Lab	20	80	100
CP1645	3	Major Project & VIVA	-	100	100
<b>TOTAL</b>	<b>20</b>		<b>100</b>	<b>500</b>	<b>600</b>
<b>Grand Total</b>	<b>120</b>				<b>4100</b>

### 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 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.

### 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.

### (f) 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.

Tuition fee is waived for students belonging to eligible categories.

**Fee structure:** Rs 16550/- 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.

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

Laboratory hours is 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 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 2014-15)**

Sl.No	Expenditure	Total for the SDE during 14-15 (13997 students) (Rs.in lakh)	Cost estimate for BCA programme (200students)
01	Pay and Allowance	340.03238	288000
02	Contact classes and evaluation	95.23827	150000
03	Course materials	107.25638	60000
04	Advertisement charges	14.30936	57000
05	Postage and telephone	4.56142	18000
06	Books and Periodicals	0.59825	100000
07	Miscellaneous	5.33926	21500
	Total	567.33532	694500
	Provisions (6%)		44670
	Total		739170
			Rs.3695.85

**(i) 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.

**(i) Expected Outcome:**

After acquiring this course 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.



**Director**  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034



**REGISTRAR**  
in-charge



**UNIVERSITY OF KERALA**  
**School of Distance Education**

**BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.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 16<sup>th</sup> 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 12 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 streamline 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 2016-17 onwards. The SDE has no private off campus/learner support centres.

### **3. Details of the Proposed B.L.I.Sc Programme**

#### **3.1 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 to 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.

#### **3.2 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.

#### **3.3 Nature of Prospective Target Group of Learners**

B.L.I.Sc 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.

### 3.4 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

### 3.5 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
		<b>Total</b>			<b>400</b>
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
		<b>Total</b>			<b>400</b>
		<b>Grand Total</b>			<b>800</b>

### 3.6 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.

**3.7 Fee structure:** Rs. 7200/- for entire programme.

### 3.8 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).

### 3.9 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.

### 3.10 Cost Estimate of the Programme and the Provisions (Base 2014-15)

Sl.No	Expenditure	Total for the SDE during 14-15 (13997 students) (Rs.in lakh)	Cost estimate for BLISc programme (200 students)
01	Pay and Allowance	340.03238	325000
02	Contact classes and evaluation	95.23827	115000
03	Course materials	107.25638	225000
04	Advertisement charges	14.30936	50000
05	Postage and telephone	4.56142	10000
06	Books and Periodicals	0.59825	100000
07	Miscellaneous	5.33926	12500

	Total	567.33532	836250
	Provisions (6%)		50175
	Total		886425
			Cost per student/ year=Rs.4432

### 3.11 Quality Assurance Mechanism

Quality is 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.

### 3.12 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



**Director**  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034




**REGISTRAR**  
in-charge

**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Science (Computer Science)**  
**Programme Project Report (PPR)**

**(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 :**

A 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. 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
<b>TOTAL</b>	<b>20</b>		<b>140</b>	<b>560</b>	<b>700</b>

**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
<b>TOTAL</b>	<b>20</b>		<b>140</b>	<b>560</b>	<b>700</b>

**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
<b>TOTAL</b>	<b>20</b>		<b>140</b>	<b>560</b>	<b>700</b>

**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
<b>TOTAL</b>	<b>20</b>		<b>120</b>	<b>580</b>	<b>700</b>

**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	<b>Open Course</b> Internet Technology Linux Environment Business Informatics	20	80	100
CS1561.1 CS1561.2 CS1561.3	3	<b>Elective</b> 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
<b>TOTAL</b>	<b>20</b>		<b>140</b>	<b>560</b>	<b>700</b>

**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	<b>Electives</b> Mobile Computing Embedded Systems Data Mining & Data Warehousing	20	80	100
CS1644	4	Major Project & Viva	-	100	100
<b>TOTAL</b>	<b>20</b>		<b>80</b>	<b>420</b>	<b>500</b>
<b>GRAND TOTAL</b>	<b>120</b>				<b>4000</b>

**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.

**Fee structure: Rs.15950/- 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<sup>th</sup> semester and a major project in the 6<sup>th</sup> 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 (2014-15)

Sl.No	Expenditure	Total for the SDE during 14-15 (13997 students) (Rs.in lakh)	Cost estimate for B.Sc.Computer Science programme (250 students)
01	Pay and Allowance	340.03238	432000
02	Contact classes and evaluation	95.23827	45200
03	Course materials	107.25638	62500
04	Advertisement charges	14.30936	57000
05	Postage and telephone	4.56142	18000
06	Books and Periodicals	0.59825	100000
07	Miscellaneous	5.33926	12500
	Total	567.33532	727200
	Provisions (6%)		43632
	Total		770832 Cost per student/ year=Rs.3083

**(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.



Director  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034




REGISTRAR  
in-charge

**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Science(Mathematics)**  
**PROGRAMME PROJECT REPORT (PPR)**

**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 thinking capacity.
- 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
		<b>TOTAL</b>	<b>17</b>	<b>120</b>	<b>480</b>	<b>600</b>
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 Financial Accounting	2	20	80	100
	ST 1 2 3 1.1	Complementary IV- Random variables	2	20	80	100
		<b>TOTAL</b>	<b>18</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>III</b>	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
		<b>TOTAL</b>	<b>18</b>	<b>100</b>	<b>400</b>	<b>500</b>
<b>IV</b>	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 hypothesis and analysis of	3	20	80	100

		variance				
	1432.1	Complementary practical using excel	4	20	80	100
		<b>TOTAL</b>	<b>25</b>	<b>100</b>	<b>400</b>	<b>700</b>
<b>V</b>	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	-	-	-	-
		<b>TOTAL</b>	<b>21</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>VI</b>	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	<b>Project</b>	<b>4</b>	<b>80+20 (Viva)</b>		<b>100</b>
		<b>TOTAL</b>	<b>26</b>	<b>120</b>	<b>580</b>	<b>700</b>
		<b>GRAND TOTAL</b>	<b>125</b>	<b>680</b>	<b>2820</b>	<b>3700</b>

#### 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 panels 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. 13100/- for entire programme.

### **12. 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).

### **13. 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 per paper.

### **14. 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.

#### 15. Cost estimate of the program and the provisions: (Base 2014-15)

Sl.No	Expenditure	Total for the SDE during 14-15 (13997 students) (Rs.in lakh)	Cost estimate for BSc Mathematics programme (270 students)
01	Pay and Allowance	340.03238	1075000
02	Contact classes and evaluation	95.23827	81650
03	Course materials	107.25638	159750
04	Advertisement charges	14.30936	5700
05	Postage and telephone	4.56142	1500
06	Books and Periodicals	0.59825	7100
07	Miscellaneous	5.33926	887
			1331587
	Total	567.33532	
	Provisions (6%)		79895.22
	Total		1411482.22 Cost per student/ year=Rs.5227.71

#### 16. Quality assurance mechanism and expected program outcomes:

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:

- Develop an ability to effectively communicate both orally and verbally
- Appreciate importance of working independently and in a team
- Have exposure of Mathematical 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 and accounting
- Develop self-confidence and awareness of general issues prevailing in the society

  
Director  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034



  
REGISTRAR  
in-charge

**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
<b>Semester I</b>					
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
<b>Semester II</b>					
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
<b>Semester III</b>					
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
<b>Semester IV</b>					
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
<b>Grand Total</b>			<b>1800</b>		

**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 Science with 6CCPA(S) out of 10 and Graduates in Engineering with 60% marks/ B.A Journalism and Mass	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 1.8 CGPA(S) * out of 4. Graduates in Science with 2.4 CGPA(S) out of 4 and Graduates in	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 and Engineering with 60% marks/ B.A Journalism and Mass Communication and Video Production

<p>Communication and Video Production (Career related / Restructured) / B.A Communicative English (Vocational) with Public Administration as one of the Core Subjects are also eligible.</p>	<p>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.</p>	<p>(Restructured)/ B.A Communicative English (Vocational) with Public Administration as one of the main subjects are also eligible.</p>
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**Fee Structure:** The total fee of MA Political Science is Rs.9250/-

### **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 14-15 (13997 students) (Rs.in lakh)	Cost estimate for MA programme for one year (for a maximum of 200 students)
01	Pay and Allowance	340.03238	10,00000
02	Contact classes and evaluation	95.23827	50,000
03	Course materials	107.25638	1,25,000
04	Advertisement charges	14.30936	60,000
05	Postage and telephone	4.56142	5000
06	Books and Periodicals	0.59825	20,000
07	Miscellaneous	5.33926	10,000
	Total	567.33532	1,270,000
	Provisions (6%)		76,200
	Total		13,46200 Cost per student/ year=Rs.6731

#### (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.

Director  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034



REGISTRAR  
in-charge

## **UNIVERSITY OF KERALA**

### **School of Distance Education**

#### **Master of Arts (Public Administration)**

#### **PROGRAMME PROJECT REPORT (PPR)**

#### **(a) 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.

#### **(b) 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.

#### **(c) 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.

#### **(d) 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 feild.

### (e) 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
<b>Semester2</b>						
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
<b>Semester3</b>						
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
<b>Semester4</b>						
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	Dissertation+ viva or Essay	PADC013			80+20 or 100	100  100
Paper18	Comprehensive viva	PADC014			100	
	<b>Grand Total</b>				<b>1800</b>	

### (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.

### (f) 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 carry 75 marks per paper.

#### **(iv) Fee Structure**

The total fee of MA Public Administration is Rs.9250/-

#### **(v) 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).

#### **(g) 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 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 14-15 (13997 students)(Rs.in lakh)	Cost estimate for one year (for a maximum of 200 students)
01	Pay and Allowance	340.03238	10,00,000
02	Contact classes & evaluation	95.23827	50,000
03	Course materials	107.25638	1,25,000
04	Advertisement charges	14.30936	60,000
05	Postage and telephone	4.56142	5000
06	Books and Periodicals	0.59825	20,000
07	Miscellaneous	5.33926	5,000
	Total	567.33532	12,20,000
	Provisions (6%)		73,200
	Total		25,58,200
			Cost per student/ year = Rs. 12,791

#### **(i) Quality Assurance Mechanism and Expected Programme Outcomes**

##### **(i) 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.

### (ii) Expected Programme Outcomes

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

- 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 Public Administration.
- Write competitive examinations for securing lucrative jobs as teachers, managers, administrators in government or other public/ private sectors etc.
- Appreciate importance of working independently and in a team
- Prepare business plans and projects effectively using quantitative and statistical techniques.
- Develop an understanding of various forms of administration such as finance, HR, project preparation, and management of Local Self Governments, environment, NGOs etc.
- Develop self-confidence and awareness of general issues prevailing in the society.



**Director**  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034




**REGISTRAR**  
in-charge

**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Master of Arts (Economics)**  
**PROGRAMME PROJECT REPORT (PPR)**

**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 16<sup>th</sup> 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 12 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 2016-17 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 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 orient 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 include 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:**

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
IV	EC 241	Macro Economics II	25	75	100
	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
		<b>Total</b>			<b>1800</b>

\*For Dissertation and Viva-Voce 80 and 20 marks respectively, and for Essay 100 marks

**CE : Continuous Evaluation.**

**ESE : End Semester Evaluation**

### **Duration of the programme**

4 Semesters, two years.

### **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.

### **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.

### **(f) 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)

**Fee structure:** The fee for the entire programme is Rs.9250.

**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 (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 are 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.

**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**

<b>Components</b>	<b>Marks</b>
Assignment	15
Test Course/Practicum/ Case Analysis	10
<b>Total</b>	<b>25</b>

#### **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).

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

Laboratory hours is 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.

**(h) Cost estimate of the programme and the provisions (Base 2014-15):**

Sl.No	Expenditure	Total for the SDE during 14-15 (13997 students) (Rs.in lakh)	Cost estimate for M.A Economics programme (300 students)
01	Pay and Allowance	340.03238	656886
02	Contact classes and evaluation	95.23827	96000
03	Course materials	107.25638	72000
04	Advertisement charges	14.30936	57000
05	Postage and telephone	4.56142	18000
06	Books and Periodicals	0.59825	60000
07	Miscellaneous	5.33926	21500
	Total	567.33532	981386
	Provisions (6%)		58883
	Total		1040269
			Cost per student/ year=Rs.3467

**(i) 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 reviews 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:
  - 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.

### 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.



**Director**  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034



**REGISTRAR**  
in-charge

**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Master of Arts(English)**  
**PROGRAMME PROJECT REPORT (PPR)**

**1. University of Kerala**

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- 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.
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- Developing education as a lifelong activity to enable persons to update their knowledge or acquire knowledge in new areas.

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### **3. Details of the Proposed MAEnglish Programme**

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

#### **3.1 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.

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

Offered in the distance mode, MAEnglish 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.

MAEnglish 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 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.

#### **3.4 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

### 3.5 Instructional Design:

The MAEnglish 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.

#### 3.5.2 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	-	80	20
<b>Total</b>			<b>1800</b>		

#### 3.5.3 Duration of the programme

Four Semesters, two years.

#### 3.5.4 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.

### 3.5.5 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.

### 3.5.6 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 MAEnglish 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](http://www.ideku.net)) and on the university website ([www.de.keralauniversity.ac.in](http://www.de.keralauniversity.ac.in)). Students seeking admission shall apply online.

### 3.6.2 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.

### 3.6.3 Fee Structure

Admission Fee	Affiliation Fee	Assignment Fee	SLM Fee	Lab Fee	Tuition Fee	Total for the Programme
150	400	150	1200(4Sem)	Nil	7350	9250

### 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 from SC/ST department as per the rules laid 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 programmes. 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	
Schedule of admission without fine		
MAEnglish	Last week of July	
Schedule of admission with a fine of Rs.100/-		
MAEnglish	Second week of August	
Schedule of admission with a fine of Rs.250/-		
MAEnglish	Last week of August	
Schedule of distribution of study materials		
Course	Date	By Post
MAEnglish III, IV,	Last week of June	Last week of July
MAEnglish I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
MAEnglish III, IV,	First week of July	
MAEnglish I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
MAEnglish III and IV Semester	Second and Third week of April	
MAEnglish I and II Semester	Fourth week of April	

### 3.6.7 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 4th 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 per paper.

**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
<b>Total</b>	<b>25</b>

**End Semester Evaluation (ESE): 75 marks**

**3.7 Requirement of the laboratory support and Library Resources:**

Laboratory hours is not mandatory for MAEnglish, 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.

**3.8 Cost Estimate of the Programme and the Provisions (Base 2014-15)**

Sl.No	Expenditure	Total for the SDE during 14-15 (13997 students)	Cost estimate for MA English programme (500 students)

		(Rs. in lakh)	
01	Pay and Allowance	340.03238	812500
02	Contact classes and evaluation	95.23827	287500
03	Course materials	107.25638	579375
04	Advertisement charges	14.30936	7500
05	Postage and telephone	4.56142	2500
06	Books and Periodicals	0.59825	25000
07	Miscellaneous	5.33926	3125
	Total	567.33532	1717500
	Provisions (6%)		103050
	Total		1820550
			Cost per student 3641

### 3.9 Quality Assurance Mechanism and Expected Programme Outcomes

#### 3.9.1 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, Adoor and Alappuzha.

### 3.9.2 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 artefacts.
- Have an increased awareness of the general issues prevailing in the society



**Director**  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034



**REGISTRAR**  
in-charge

**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Master of Arts (Hindi)**  
**PROGRAMME PROJECT REPORT (PPR)**

**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 16<sup>th</sup> 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 12 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 2016-17 onwards. The SDE has no private off campus/learner support centres.

### **3. Details of the Proposed MA Hindi Programme**

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

##### **3.1 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 outlook 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 identify 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..

##### **3.2 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.

##### **3.3 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 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 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.

### 3.5 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, unitising each subject matter, specification of required time and syllabus formulation.

3.5.2 Programme Details	Semester	Paper	Title of the	Distribution		Instructional		
				CE	ESE	Total		
Maximum Marks	Code	paper	hrs. per Semester	hrs./week				
				L	P			
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

III	HL 1209	Modern Poetry up to Pragativad	25	75	100
	HL 1210	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	HL 1213	Modern Poetry: Since prayogvad	25	75	100
	HL 1214	Drama & One act Plays	25	75	100
	HL 1215	Translation and Structural Grammar	25	75	100
	HL 1216	South Indian Literature(With Special reference to Kerala)	25	75	100
	HL 1217	Dissertation / Essay  Viva Voce	(80+20)		100  100
				Grand Total	1800

### 3.5.3 Duration of the programme

Four Semesters, two years.

### 3.5.4 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.

### 3.5.5 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.

### 3.5.6 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 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](http://www.ideku.net)) and on the admission website ([www.de.keralauniversity.ac.in](http://www.de.keralauniversity.ac.in)). Students seeking admission shall apply online.

### 3.6.2 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 II securing 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 10 or B A /B Sc with Hindi as additional language course securing not less than 5 CCPA out 10 for 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)..

### 3.6.3 Fee Structure

Admission Fee	Affiliation Fee	Assignment Fee	SLM Fee	Lab Fee	Tuition Fee	Total for the Programme
150	400	150	1200(4Sem)	Nil	7350	9250

### 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 laid 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 programmes. 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.

### 3.6.6 Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Schedule of admission without fine		
MA Hindi	Last week of July	
Schedule of admission with a fine of Rs.100/-		
MA Hindi	Second week of August	
Schedule of admission with a fine of Rs.250/-		
MA Hindi	Last week of August	
Schedule of distribution of study materials		
Course	Date	By Post
MA Hindi III, IV, V and VI Semester	Last week of June	Last week of July
MA Hindi I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
MA Hindi III, IV, V and VI Semester	First week of July	
MA Hindi I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
MA Hindi V and VI Semester	First week of April	
MA Hindi III and IV Semester	Second and Third week of April	
MA Hindi I and II Semester	Fourth week of April	

### 3.6.7 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

### 3.7 Requirement of the laboratory support and Library Resources:

Laboratory hours 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 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.

### 3.8 Cost Estimate of the Programme and the Provisions (Base 2014-15)

Sl.No	Expenditure	Total for the SDE during 14-15 (13997 students) (Rs.in lakh)	Cost estimate for MA Hindi programme for one year (for a maximum of 200 students)
01	Pay and Allowance	340.03238	25,00000
02	Contact classes and evaluation	95.23827	30,000
03	Course materials	107.25638	1,25,000
04	Advertisement charges	14.30936	60,000
05	Postage and telephone	4.56142	5000
06	Books and Periodicals	0.59825	20,000
07	Miscellaneous	5.33926	10,000
	Total	567.33532	2750000
	Provisions (6%)		165000
	Total		2915000 Cost per student/ year=Rs.14575

### 3.9 Quality Assurance Mechanism and Expected Programme Outcomes

#### 3.9.1 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, Adoor and Alappuzha.

### 3.9.2 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.

*Zmm*

Director  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034



*Belis*

REGISTRAR  
in-charge

**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Master of Arts (History)**  
**PROGRAMME PROJECT REPORT (PPR)**

**(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 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.

**(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 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 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.

#### **(f) 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.

**Fee structure:** Rs. 9650/- for full programme.

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).

#### **(g) 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 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 2014-15):**

Sl.No	Expenditure	Total for the SDE during 14-15 (13997 students) (Rs.in lakh)	Cost estimate for MA History programme (300 students)
01	Pay and Allowance	340.03238	1044000
02	Contact classes and evaluation	95.23827	96000
03	Course materials	107.25638	72000
04	Advertisement charges	14.30936	57000
05	Postage and telephone	4.56142	18000
06	Books and Periodicals	0.59825	100000
07	Miscellaneous	5.33926	21500
	Total	567.33532	1383500
	Provisions (6%)		83010
	Total		1466510
			Cost per student/ year=Rs.4888

**(i) 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

**Director**  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034



*Belina*  
**REGISTRAR**  
in-charge

**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Master of Arts (Malayalam)**  
**PROGRAMME PROJECT REPORT (PPR)**

### **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 16<sup>th</sup> 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 12 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 2016-17 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-Gadhyaam	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			<b>1800</b>

### 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](http://www.ideku.net)) and on the admission website ([www.de.keralauniversity.ac.in](http://www.de.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

Admission Fee	Affiliation Fee	Assignment Fee	SLM Fee	Lab Fee	Tuition Fee	Total for the Programme
150	400	150	Rs.300/course	Nil	900	9250

#### 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 from 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 programmes. 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
Schedule of admission without fine	
MAMalayalam	Last week of July
Schedule of admission with a fine of Rs.100/-	
MAMalayalam	Second week of August
Schedule of admission with a fine of Rs.250/-	

MAMalayalam	Last week of August	
Schedule of distribution of study materials		
Course	Date	By Post
MAMalayalam III, IV, V and VI Semester	Last week of June	Last week of July
MAMalayalam I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
MAMalayalam III, IV, V and VI Semester	First week of July	
MAMalayalam I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
MAMalayalam V and VI Semester	First week of April	
MAMalayalam III and IV Semester	Second and Third week of April	
MAMalayalam I and II Semester	Fourth 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 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.

### 3.8 Cost Estimate of the Programme and the Provisions (Base 2014-15)

Sl.No	Expenditure	Total for the SDE during 14-15 (13997 students) (Rs.in lakh)	Cost estimate for MAMalayalam programme (300 students)
01	Pay and Allowance	340.03238	730000
02	Contact classes and evaluation	95.23827	150000
03	Course materials	107.25638	168000
04	Advertisement charges	14.30936	100000
05	Postage and telephone	4.56142	32500
06	Books and Periodicals	0.59825	200000
07	Miscellaneous	5.33926	40000
	Total	567.33532	1420500
	Provisions (6%)		85230
	Total		1505730 Cost/student=5019

### 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.



**Director**  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034




**REGISTRAR**  
in-charge



**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Master of Arts (Sociology)**  
**PROGRAMME PROJECT REPORT (PPR)**

**(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, M A 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 M A 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 general essay	Nil	80 + 20 Or 100	100
	SO2.4.6	Comprehensive Viva -voce	Nil		100
		<b>Grand total</b>			<b>1800</b>

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.

**Fee structure:**Rs. 9250/- 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 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 14-15 (13997 students) (Rs.in lakh)	Cost estimate for M A Sociology programme (500 students)
1	Pay and Allowance	340.03238	1050000
2	Contact classes and evaluation	95.23827	136000
3	Course materials	107.25638	100000
4	Advertisement charges	14.30936	57000
5	Postage and telephone	4.56142	18000
6	Books and Periodicals	0.59825	100000
7	Miscellaneous	5.33926	12500
	Total	567.33532	1473500
	Provisions (6%)		88410
<b>Total</b>			<b>1561910</b> Cost per student/ year=Rs.3123

**(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.

**Director\***  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034



*Belis*  
REGISTRAR  
in-charge

**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Master of Business Administration(MBA)**  
**Programme Project Report (PPR)**

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. 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 nine different electives are offered as given below:

#### Table A

1. Human Resources Management
2. Marketing Management
3. Operations Management
4. Financial Management
5. Systems Management

The students opting for dual specializations will have to choose four courses from each elective. Students will also be given the option of choosing all the eight courses from a single elective. In the case of the electives listed in Table B, no dual specializations will be allowed and the student will have to select all the eight courses from the chosen elective. Students opting for electives from Table A will not be allowed to choose any course from the electives listed in Table B.

#### Table B

1. Media Management
2. International Business Management
3. Logistics and Supply Chain Management
4. Travel and Tourism Management

#### 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. Systems

Creating information systems, databases management system, developing a systems management approach, information support for the functional areas of management.

### 5. Logistics and Supply chain management

Skills in creating a supply chain, e- commerce models, distribution network, channels of distribution.

### 6.Operations Management

Understanding the newest production oriented benchmarks such six sigma, TQM, BPR etc , skills in advanced project management techniques, advanced maintenance management techniques.

### 7. Media management

Understanding various media, laws governing media, linkage between social media and business

### 8.International business management

Understanding business globally from the perspective of finance, marketing, economics, knowing international transactions viz, export-import, foreign exchange, IPR.

### 9. Logistics and supply chain management

Understanding the practices followed in supply chain 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.

### iii) Duration of the Programme

Four Semesters, two years offered in the month of August

### iv) Fee Structure

Semester	No.of subjects(1)	SLM(2)	Tuition fees(3)	Total (1*2)+3
First	7	300	7500	Rs.9600
second	7	300	7500	Rs.9300
Third	7	300	7500	Rs.9300
Fourth	7	300	7500	Rs.9000

### v) 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.

### vi) 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, (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.

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

i) 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](http://www.ideku.net)) and on the admission website ([www.de.keralauniversity.ac.in](http://www.de.keralauniversity.ac.in)). Students seeking admission shall apply online.

ii) Minimum eligibility for admission

Candidates seeking admission to the MBA (Full-time) 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. Candidates who wish to pursue the MBA programme through the distance education mode, a valid score in SDE Entrance is essential.

i) Financial assistance

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).

ii) 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. 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) Evaluation

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 marklist after each semester examination and final consolidated marklist showing the marks scored in all the four semesters after the successful completion of the MBA (Full-time/Evening/Distance Education) Degree programme. For each course, the end semester examination will carry 60 marks while the internal assessment will be done for 40 marks. Thus the total marks for each subject shall be 100 marks.

Students pursuing MBA programme through the distance education mode will have to undertake a mini project in the place of internship. 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 60 marks (by the University)

#### 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 23,000 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. 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 14-15 (13997 students) (Rs. in lakh)	Cost estimate for M.B.A programme (300 students)
01	Pay and Allowance	340.03238	300000

02	Contact classes and evaluation	95.23827	594000
03	Course materials	107.25638	990000
04	Advertisement charges	14.30936	60000
05	Postage and telephone	4.56142	20000
06	Books and Periodicals	0.59825	200000
07	Miscellaneous	5.33926	25000
	Total	567.33532	2189000
	Provisions (6%)		131340
	Total		2320340
			Cost per student/ year=Rs.7734

i) **Quality assurance mechanism and expected programme outcome**

Quality is monitored through a continuous assessment system. The program is divided into courses and each course with an end semester examination for 60% of weightage. The remaining 40% is assigned for periodical test, assignment, seminars and discussions, class participation and attendance (15 marks for periodical test, 10 marks for assignment, 10 marks for seminars and discussions and 5 marks for class participation and attendance)

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.

**Expected Programme Outcomes (MBA)**

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

- Develop an ability to teach Management for UG and PG programmes in Colleges and Universities or undertake research leading to MPhil or PhD in Management
- Write competitive examinations for securing lucrative jobs as teachers, managers, officers in government or other public/ private sectors etc.
- Appreciate importance of working independently and in a team

- Have exposure of complex management related problems and find their solution
- Prepare business plans and projects effectively using quantitative and statistical techniques.
- Understand required analytical and statistical tools for business analysis
- Develop an understanding of various Management functions such as marketing, Human resource, Logistics and supply chain, Operations, financial analysis, project preparation and evaluation, and cost accounting
- Develop self-confidence and awareness of general issues prevailing in the society.



**Director**  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034



**REGISTRAR**  
in-charge

**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Master of Commerce (M Com)**  
**PROGRAMME PROJECT REPORT (PPR)**

### **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 16<sup>th</sup> 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 12 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 2016-17 onwards. The SDE has no private off campus/learner support centers.

### **3.1 Mission & Objectives of M.Com Programme**

#### **3.1.1 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.

#### **3.1.2 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 students so as to enable them establish and manage their business establishments.
6. To facilitate students with skills and abilities to become competent and competitive to be assured of good careers and job placements.

### **3.2. 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.

### **3.3 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.

### **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 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 them to improve their presentation skills through mandatory assignments and seminars.

### 3.5 Instructional Design

#### 3.5.1 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.

#### 3.5.2 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
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
		<b>TOTAL</b>	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 Management Accounting	25	75	100
		<b>TOTAL</b>	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
		<b>TOTAL</b>	100	300	400
		Project Report/ Essay			100
		Comprehensive Viva			100
		<b>GRAND TOTAL</b>			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

### 3.5.3 Duration of the Programme

Four semesters spread over two years.

### 3.5.4 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.

### **3.5.5 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.

### **3.5.6 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.

## **3.6 Procedure for Admissions, Curriculum Transaction and Evaluation**

### **3.6.1 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](http://www.ideku.net)) and on the admission website ([www.de.keralauniversity.ac.in](http://www.de.keralauniversity.ac.in)). Students seeking admission shall apply online.

### **3.6.2 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.

### 3.6.3 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.

### 3.6.4. 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 allocation of marks for each component of CA is 15 marks for Assignment and 10 marks for Test Paper.

### 3.6.5. Fee Structure of the Programme

Rs. 900 per semester and Rs. 300 per course for the printed Self Learning Materials. Thus, the total fee for the entire programme will come to Rs.9000.

### 3.7. 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 23,000 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.

### 3.8 Cost Estimate of the Programme and the Provisions (Base 2014-15)

Sl.No	Expenditure	Total for the SDE during 14-15 (13997 students) (Rs.in lakh)	Cost estimate for M.Com programme (1000 students)
01	Pay and Allowance	340.03238	2429323
02	Contact classes and evaluation	95.23827	680419
03	Course materials	107.25638	766281
04	Advertisement charges	14.30936	102231
05	Postage and telephone	4.56142	32588
06	Books and Periodicals	0.59825	250000
07	Miscellaneous	5.33926	38146

	Total	567.33532	4146757
	Provisions (6%)		248805
	Total		4395562
			Cost per student/ year=Rs.4396

### 3.9 Quality Assurance Mechanism and Expected Programme Outcomes

#### 3.9.1 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.

### 3.9.2 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.



**Director**  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034




**REGISTRAR**  
in-charge

**UNIVERSITY OF KERALA**  
**School of Distance Education**

**MASTER OF LIBRARY AND INFORMATION SCIENCE (M.L.I.Sc)**  
**PROGRAMME PROJECT REPORT (PPR)**

### **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 16<sup>th</sup> 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 12 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 2016-17 onwards. The SDE has no private off campus/learner support centres.

### **3. Details of the Proposed MLISc 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 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.

#### **3.2 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.

### **3.3 Nature of Prospective Target Group of Learners**

M.L.I.Sc 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.

### **3.4 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

### 3.5 Instructional Design:

Semester	Course title	Marks (Internal)	Marks (External)	Total	
I	LISM51	Information Knowledge and Communication	25	75	100
	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
	<b>Total</b>				<b>500</b>
II	LISM56	Information Systems Management Research Methodology	25	75	100
	LISM57	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
<b>Total</b>				<b>500</b>	

### 3.6 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.

**3.7 Fee structure:** Rs 9800/- for entire programme.

### 3.8 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).

### 3.9 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.

### 3.10 Cost Estimate of the programme and the Provisions (Base 2014-15)

Sl.No	Expenditure	Total for the SDE during 14-15 (13997 students) (Rs.in lakh)	Cost estimate for MLISc (75 students)
01	Pay and Allowance	340.03238	350000
02	Contact classes and evaluation	95.23827	40000
03	Course materials	107.25638	45000
04	Advertisement charges	14.30936	10000
05	Postage and telephone	4.56142	20000
06	Books and Periodicals	0.59825	200000
07	Miscellaneous	5.33926	10000
	Total	567.33532	675000
	Provisions (6%)		40500
	Total		715500
			Cost per student/ year=Rs.9540

### 3.11 Quality Assurance Mechanism

Quality is 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.

### 3.12 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
- Use library digital management system

  
**Director**  
 School of Distance Education  
 University of Kerala  
 Thiruvananthapuram - 695 034



  
**REGISTRAR**  
 in-charge

**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**

- i. 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.
- ii. To equip the students with adequate exposure and skills to empower them to catch a deserving position in the software industry.
- iii. To develop an interest in promoting the use of Computer Science for the positive development of our society and the environment.
- iv. 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 entry. 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:

<b>S E M</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Number of Credits</b>	<b>CA (Marks)</b>	<b>ESA (Mark s)</b>	<b>Tota l</b>
I	CS1611	Computer Architecture	3	25	75	100
	CS1612	Data Structures and Algorithms	3	25	75	100
	CS1613	Mathematical Foundations of Computer Science	3	25	75	100
	CS1614	Programming Paradigms	3	25	75	100
	CS1615	Computer Networks	3	25	75	100
	CS1616	Data Structures and Algorithms Lab		25	75	100
	CS1617	JAVA Programming Lab		25	75	100
II	CS 1621	Modern Operating Systems	3	25	75	100
	CS 1622	Advances in Database Management	3	25	75	100

	CS 1623	Object Oriented Analysis and Design	3	25	75	<b>100</b>
	CS 1624	Graphics and Multimedia Systems	3	25	75	<b>100</b>
	CS 1625	Optimization Techniques	3	25	75	<b>100</b>
	CS 1626	Minor Project and seminar		50	50	<b>100</b>
	CS 1627	Database and Web Programming Lab		25	75	<b>100</b>
III	CS1631	Data Mining and Ware Housing	3	25	75	<b>100</b>
	CS1632	Distributed Systems and Cloud Computing	3	25	75	<b>100</b>
	CS1633	Information Security	3	25	75	<b>100</b>
	CS1634	Compiler Design	3	25	75	<b>100</b>
	CS1635	Elective I	3	25	75	<b>100</b>
	CS1636	Network Administration Lab		25	75	<b>100</b>
	CS1637	Distributed Computing Lab		25	75	<b>100</b>
IV	CS1641	Research and Technical Writing	3	25	75	<b>100</b>
	CS1642	Elective II	3	25	75	<b>100</b>
	CS1643	Major Project		100	100	<b>200</b>
	CS1644	Comprehensive Viva Voce			100	<b>100</b>
		Total				<b>2600</b>
Elective I		Elective II				
Digital Image Processing		Neural Networks and Fuzzy Systems				

### **Duration of the programme**

4 Semesters, two years.

### **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.

### **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.

#### **(f) 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.

**Fee structure: Rs. 12950/- for entire programme.** 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:** 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.

#### **(g) 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 version 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 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 2014-15)**

Sl.No	Expenditure	Total for the SDE during 14-15 (13997 students) (Rs.in lakh)	Cost estimate for MSc Computer science programme (200students)
01	Pay and Allowance	340.03238	288000
02	Contact classes and evaluation	95.23827	150000
03	Course materials	107.25638	60000
04	Advertisement charges	14.30936	57000
05	Postage and telephone	4.56142	18000
06	Books and Periodicals	0.59825	150000
07	Miscellaneous	5.33926	21500
	Total	567.33532	744500
	Provisions (6%)		44670

	Total		789170 Rs.3945.85/student/year.
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- (i) **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 .
- (j) **Expected Programme Outcomes:** After completing the course students will
- Learn and gain an integrated set of IT skills.
  - Learn the theoretical and practical knowledge required to design large and complex Computer applications.
  - Embrace future developments in the field and retain professional relevance.
  - Build a strong foundation of computer system and Information Technology.
  - Gain dexterity in advanced programming languages and build sophisticated software for wide area of applications.
  - Work with high end applications in Internet Technologies.
  - Acquire the managerial ability required to analyse, design, develop and maintain software development



**Director**  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034




**REGISTRAR**  
in-charge

**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Master of Science (Mathematics)**  
**PROGRAMME PROJECT REPORT (PPR)**

**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 final evaluation.

#### 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		
			CA	ESA	Total
I	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
	MM221	Algebra	25	75	100
II	MM222	Real Analysis II	25	75	100
	MM223	Topology II	25	75	100
	MM224	Computer Programming in C++	25	75	100
	MM231	Complex Analysis I	25	75	100
III	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
		<b>GRAND TOTAL</b>			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

## 6. Duration of the program

Four semesters, two years.

## 7. 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.

## 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 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 ).

**Fee structure: Rs. 11150/- 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 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.

#### 11. 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 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.

#### 12. Cost estimate of the program and the provisions: (Base 2014-15)

Sl.No	Expenditure	Total for the SDE during 14-15 (13997 students) (Rs.in lakh)	Cost estimate for MSc Mathematics (400 students)
01	Pay and Allowance	340.03238	1075000
02	Contact classes and evaluation	95.23827	172500
03	Course materials	107.25638	337500
04	Advertisement charges	14.30936	102231
05	Postage and telephone	4.56142	1500
06	Books and Periodicals	0.59825	15000
07	Miscellaneous	5.33926	2000
	Total	567.33532	1705731
	Provisions (6%)		102343.86
	Total		1808074.86 Cost per student/ year=Rs4520.1871 5

### 13. 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.

#### Expected program outcomes:

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

- To Develop the ability to analyze mathematical problems.
- To formulate the critical problems in daily life to mathematical model.
- Able to attend UGC-Net, CAT,CSIR and MAT etc
- Enable to apply for the post of Intelligence Beurou
- To optimize the man power in Military and other business areas
- 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.



**Director**  
School of Distance Education  
University of Kerala  
Thiruvananthapuram - 695 034




**REGISTRAR**  
in-charge

