



SCHOOL OF DISTANCE EDUCATION

UNIVERSITY OF KERALA

(Accredited B++ by NAAC)

Palayam

Thiruvananthapuram - 695 034

PROSPECTUS

Website : www.ideku.net

Phone : 0471-2300137

**SCHOOL OF DISTANCE EDUCATION
UNIVERSITY OF KERALA**

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UNIVERSITY OF KERALA

The erstwhile Travancore University established in 1937 by a royal promulgation of Sree Chithira Thirunal Balamavarma, the then Maharaja of Travancore was later recognized as University of Kerala by a legislative enactment in 1957. The jurisdiction of the Kerala University which once covered the whole territory of Kerala state is now limited to the districts of Thiruvananthapuram, Kollam, Alappuzha (except Kuttanad Taluk) and some parts of Pathanamthitta district consequent on the establishment of other Universities in the State. However, territorial limitations could not contain the growth and development of the University. There are at present 189 affiliated Colleges under this University besides 41 teaching and Research Departments, 10 teacher Education Centres and 10 Institutes of Technology. In addition to the Departments of teaching, the University also has several centers for studies in special areas. Academic Staff College, Kerala University Library, Department of Publications are some of the other important institutions under this University.

Over the years the University has endeavored remarkably well to achieve its objective of enlightening the minds of millions who embraced her in their pursuit of knowledge and wisdom. Graduates of this University are held in high esteem in all walks of life throughout the world. It is only because of the maintenance of standards in conduct of courses and examinations. The School of Distance Education, started in 1976, as a teaching and research department of the University of Kerala is one of the pioneering centers of Distance learning in the State. The institute was founded with the following objectives.

- To provide quality education to the disadvantaged sections including women and senior citizens.
- To promote career advancement by encouraging diversification and updating of knowledge.
- To provide training in softer and Technical skills.
- To participate in Human Resource Development.
- To make learning a life long, ever enjoyable experience.

The Institute is located in the Senate House Campus, Palayam,

The Institute offers 56 courses in the distance mode of learning under the following disciplines.

- | | |
|---------------------------|----------------------------------|
| 1. Management | 5. Language & Literature |
| 2. Information Technology | 6. Library & Information Science |
| 3. Health Science | 7. Communication |
| 4. Humanities & Science | 8. Fine Arts. |

Medium of instruction of all Courses is English except for certain language Courses.

PROGRAMMES ON OFFER

A. Under-Graduate Programmes (Duration – 3 Years)

Sl. No.	Course code	
1.	101	B.A. Afzal-Ul-Ulama
2.	102	B.A. Economics
3.	103	B.A. English
4.	104	B.A. History
5.	105	B.A. Malayalam
6.	106	B.A. Political Science
7.	107	B.A. Sociology
8.	121	B. Com (Optional Subject : Taxation / Co-operation)
9.	122	B. Com. (With Computer Application)
10.	123	B. Com. Additional Elective: Co-operation (1 year)
11.	151	B. Sc. Mathematics
12.	152	B. Sc. Computer Science
13.	153	B.C.A. (Bachelor of Computer Application)
14.	202	B.B.A(Bachelor of Business Administration)
14.	154	B.LI.Sc (1 year)

B. Post Graduate Programmes

(i) Two Year Programmes

1.	201	MBA (Master of Business Administration)
2.	212	MHRM (Master of Human Resource Management)
3.	213	M.LI.Sc (1 year)
4.	214	MHSc (Master of Health Science in Clinical Child Development)
5.	221	M.Com
6.	231	M. Sc. Computer Science
7.	232	M. Sc. Mathematics
8.	241	M. Sc. in Clinical Nutrition & Dietetics
9.	251	M.A. Arabic
10.	252	M.A. Economics
11.	253	M.A. English
12.	254	M.A. Hindi
13.	255	M.A. History
14.	256	M.A. Islamic History
15.	257	M.A. Malayalam
16.	258	M.A. Music
17.	259	M.A. Philosophy
18.	260	M.A. Political Science
19.	261	M.A. Public Administration
20.	262	M.A. Sanskrit
21.	263	M.A. Sociology
22.	264	M.A. Tamil

(ii) Three Year Programmes

1. 211 MHA (Master of Hospital Administration)

C. Post Graduate Diploma Programmes (Duration 1 year)

1. 301 PGDAP - Post Graduate Diploma in Adolescent Paediatrics
2. 302 PGDCAFC - Post Graduate Diploma in Child Adolescent and Family Counseling
3. 303 PGDCJ - Post Graduate Diploma in Communication and Journalism
4. 306 PGDDN - Post Graduate Diploma in Developmental Neurology
5. 309 PGD-HSR - Post Graduate Diploma in Health Science Research
6. 307 PGDEPMA - Post Graduate Diploma in Educational Planning, Management and Administration
7. 308 PGDHHA Post Graduate Diploma in Health and Hospital Administration
8. 310 PGDHRM Post Graduate Diploma in Human Resource Management
9. 312 PGDMM - Post Graduate Diploma in Marketing Management
10. 313 PGDTTM Post Graduate Diploma in Travel and Tourism Management
11. 304 PGDCA Post Graduate Diploma in Computer Application (18 months)
12. 602 PGDCL Post Graduate Diploma in Cyber Law (10 months)
13. 601 PGDIPR Post Graduate Diploma in Intellectual Property Rights.(10 months)

D. Post Graduate Certificate Programmes (Duration 5 Months).

1. 402 PGC GC & M Post Graduate Certificate in Geriatric Care & Management
2. 403 PGCT & MFMC-Post Graduate Certificate in Techniques & Methods of Family and Marriage Counselling

E. Certificate Programmes (Duration 5 Months)

1. 401 Communicative English

Admission to SDE Courses

Prospectus can be had from the office of the School of Distance Education on payment of Rs. 250/- by DD/University chalan receipt. The Counterfoil of the PIS is to be submitted for online registration.

General Instructions**Cost of Prospectus Rs. 250**

Candidates residing in a foreign country have to submit a DD for Rs. 250/- in addition. Each Bank Draft Amount should carry an additional amount of Rs. 10/- as service charge.

Admission notifications are issued in leading national and regional dailies during May-June. The detailed information regarding admission and application forms are available on the SDE website: **www.ideku.net or on the University website: www.keralauniversity.ac.in**

Students desirous of seeking admission shall apply through on-line only. On-line registration facility for admission is provided vide **www.ideku.net**. **You will have to remit the cost of Application form and Prospectus (Rs. 250/-) before submitting on-line Application.** The last date for receiving application, shall be **31st August**, unless otherwise notified. Applications received after the last date prescribed shall not be entertained. Applications duly filled in should be sent to **The Director, School of Distance Education, University of Kerala, Palayam, Thiruvananthapuram - 695 034** by registered post with acknowledgement due in a cover super scribed 'APPLICATION FOR ADMISSION TO.....'

Submission of on-line Application

Steps

1. Remit the cost of Application
2. Log on to www.ideku.net
3. Click the button 'Apply On-line'
4. Click the button 'agree the rules...'
5. Select the course of study
6. Fill in the On-line form
7. Submit Application
8. Take a printout of the Acknowledgement
9. Send the Acknowledgement with fee (Cost of Prospectus, First Instalment Tuition fee, Admission fee, Affiliation and other fee applicable to the Course) and document (TC and Qualifying Certificates in ORIGINAL, Photocopy of SSLC etc.) to **THE SCHOOL OF DISTANCE EDUCATION, UNIVERSITY OF KERALA, PALAYAM**

Admission is granted only on satisfactory fulfillment of the conditions regarding basic qualifications prescribed in the prospectus. Applications which are defective or unaccompanied by the required Original Certificates T.C and fees shall be summarily rejected.

Mode of remittance of fee

Fees shall be remitted by Demand Drafts, drawn from any **SBT/District Co-Operative Banks** in favour of the **Finance Officer, University of Kerala, Thiruvananthapuram** payable at Thiruvananthapuram. Students residing outside the state of Kerala can draw their DDs from SBI in favour of the **Finance Officer, University of Kerala, Thiruvananthapuram** payable at Thiruvananthapuram. **Overseas students** can draw their DDs from any nationalized banks in favour of the **Finance Officer, University of Kerala, Thiruvananthapuram** payable at Thiruvananthapuram. For every remittance by **DD a service charge of Rs 10/-** also has to be remitted. Some payments related to certain courses are also to be made by way of **Bank DD and in favour of the Heads of concerned Departments/ centers as specified in the fee statement at page No. 14 & 15.**

Fee can also be remitted by pay-in-slip at the Cash Counters at the University Office, Palayam, Thiruvananthapuram and at the University Campus, Kariavattom, Fees can also be remitted at Friends, Jenasevana Kendram Centres.

Fee once remitted shall not be refunded.

Fine

Those who fail to pay the Tuition fee in time has to pay a fine of Rs. 50 for one month after the due date. One month after the fine date a superfine of Rs. 150 has to be paid.

Department Development Fund

All new admission students are directed to remit Rs. 100/- (Rupees One hundred only) towards the SDE-DDF (Department Development Fund) by direct cash payment at SDE Office or by means of Demand draft from any branch of SBT/SBI drawn in favour of the **Director, SDE, (DDF), University of Kerala, Palayam** payable at SBT, KUOC Branch, Thiruvananthapuram Please mention name, address and purpose on the reverse of DD.

Enrolment Number

Every student in the SDE will be assigned an enrolment number on admission. **Students shall quote their full enrolment number in all their correspondences with SDE.**

It is the basic responsibility of the students to submit the required certificates and other documents in support of his/her eligibility at the time of admission. **All admissions at the SDE are provisional till the verification of the original certificates are made.** The Director reserves the right to cancel the provisional admission of any student who fails to submit the required documents/fees within the stipulated time

Identity Cards

Each student shall be issued an identity card on admission showing the Enrolment Number. If the original identity card is lost, a duplicate shall be issued on payment of Rs. 50/- towards fee for duplicate Identity Card and a Photo.

Special Instruction with regard to Photographs

All Applicants shall affix on their applications and Identity cards one copy each of a recently taken passport size photographs. Applicants shall give their full signature on the top margin of the photograph affixed on the application. The signature on the photo shall conform in every detail to the signature in the application. The photo affixed on the application form shall be attested by a Gazetted Officer.

Despatch of Study Materials

Study materials prepared by the teachers and experts in the subjects shall be despatched to the students in instalments during each academic year through contact center or directly. In case of subjects the enrolment of which is below **25**, study materials will not be provided.

University Examination

Students of the Distance Education shall submit their application for Examination in the downloadable application form given in the website. Applications shall be submitted to the SDE and the Director shall forward the same to the Controller of Examinations. The DD/ university pay in slip for examination fee shall be enclosed with the application. The dates of examination will be intimated to the students by the SDE directly and through News Papers & the website. The Students have to register for the whole examination at the first appearance. Students who have remitted all fees in time (during the course period itself) but failed to register for University Examination shall avail the chance for examination registration in subsequent years.

Hall Ticket

Hall ticket for the University Examination shall have to be obtained by the students of Distance Education from the Chief Superintendents of the examination centers three days before the commencement of the examination on production of the identity cards issued to them by the SDE.

Centers of Examination

The list of the Centers of Examination allotted to the students shall be communicated to the students concerned at the time of their registration to the examinations. Students shall be free to select their preferred center from the list of approved centers. Centre once selected cannot be changed.

Subsequent appearance

Students who fail in any paper and intend to register for Reappearance should do so directly with the Controller of Examinations, University of Kerala, Thiruvananthapuram. The forms for reappearance can be had from the Forms Sales Counter at Palayam, or the Information Centers. Filled in forms should be sent to the Deputy Registrar (Exams), University of Kerala, Thiruvananthapuram with university pay-in-slip/DD for the prescribed amount.

Transfer Certificate

Original Transfer Certificates, submitted by the Students seeking admission, shall not be returned to them once they are admitted to the course. A fresh TC shall be issued by the SDE after completion of the course or on discontinuance. In the latter case, students are liable to pay tuition fees of the year until the date of application for T.C or until the date of intimation regarding discontinuance which ever is earlier. Some institutions outside the state are not in the practice of issuing TC to their students. Such students will be admitted to the SDE on the strength of affidavits attested by Notary Public/First Class Magistrate in lieu of TC. A letter from the institution last attended stating that they will not issue TC should also be attached. The TC from the previous Institution shall also be submitted.

Simultaneous Programme

A candidate can do any Diploma or Certificate Course along with Degree/P G programmes. Such candidates should pay tuition fee for both the courses.

Admission to persons with higher degree to undergo lower courses

A candidate with higher degree in a subject are permitted to undergo lower level courses in another subject and appear for the examination through SDE.

Parity with regular students

Students of the SDE are offered the same Courses as in the regular Colleges affiliated to the University of Kerala. They have the same Syllabi, Curriculum, examination, and are awarded the same degree, which is recognized by PSC and other Universities.

Issue of Certificates/Degree

On successful completion of all the SDE courses the University of Kerala issues Certificate/Degrees on receipt of proper applications from the candidates.

Admission to SC/ST/OEC

Students belonging to SC/ST Category will be admitted in the SDE without remitting the tuition fee at the time of admission. But they have to remit all other special fee like Admission Fee, Affiliation Fee, etc. Such students have to produce the print out of on-line application for fee concession from Akshayakendram, along with copy of SSLC, +2 and Degree Certificate and Original Caste certificate & Income Certificate issued by competent authorities with in 6 month validity. The fees for the students thus admitted will be later claimed from the Harijan welfare Department as per the rules laid down and will be remitted to KUF. OEC students have to remit their fees which will be reimbursed.

Alumni Membership

Students applying for Transfer Certificate in the SDE are required to remit Rs. 50/- as ALUMNI membership fee. This can be remitted in the form of cash at the SDE or DD drawn in favour of **SDE Alumni Association payable at SBT, KUOC Branch, Thiruvananthapuram**

Contact Classes

The students are offered contact classes at SDE and at various personal contact programme centres. The details regarding the centres and classes will be intimated after the admission procedure is completed. **Centres other than Thiruvananthapuram are decided subject to the sufficient number of student registration in UG and PG Courses.** This provides opportunity for the students to meet their teachers and discuss topics with them. For Post-Graduate Programmes, Lectures, Seminars and Discussions will be held. PG students have to submit assignment on given

topics. 50% attendance at contact classes is made compulsory for all students. However exemption will be granted to those who cannot attend classes owing to unavoidable difficulties. In such cases an **exemption fee of Rs. 500/-** is to be remitted. **But for Health science courses 80%, for Computer Science courses 50% and for Library Science courses 75% attendance is compulsory for examination registration.**

Eligibility for Promotion

Students who got admission to a course are enrolled for one year only. They are eligible for promotion to the next year only after registering the examination. But they will be enrolled to II Year only after remitting the tuition fee for II year within the stipulated time and they alone are eligible for registering the II Year examination.

- Similarly those who register for II Year exam are eligible for promotion to III Year and those eligible students who remit the tuition fee for III Year are eligible for registering the III Year exam. Failure of remittance of tuition fee or registering examination causes a break in the course period.

The students of SDE, who failed either to remit the tuition fee or register for the examination can apply for readmission unless they are not issued the TC.

1. Some students discontinued their course without remitting the complete tuition fee and not registering the examination. Such students should pay the dues and apply for readmission to the same year itself by paying the tuition fee and readmission fee.
2. Some students discontinued the course after remitting the tuition fee for one year and without registering the examination. Such students can register for the examination on recommendation of the Director, SDE. After registering the examination they can apply for re-admission to the next year by remitting the tuition fee and readmission fee.
3. Some students discontinue their course after registering the examination. Such students can apply for readmission to next year by paying tuition fee and readmission fee.

Mode of Application for Re-admission

Students who seek readmission have to apply through on-line. A printout of acknowledgement along with first instalment tuition fee and readmission fee of Rs. 300/- and Original Qualifying Certificate have to be submitted to the Director on or before August 31st.

SDE Library & Knowledge Centre

The SDE has a separate Library of its own with a fairly good collection of books, dissertations, periodicals, reference books etc. At present the library has more than 22, 000 books covering a wide range of subjects. Besides catering the academic needs of the students, distant learners and the faculty members, the Library also has profound collection of research journals, UGC NET & JRF guides and previous question papers. Hence it has built up a balanced and rich collection on all branches of knowledge, as well as books of general interest in various subject fields. 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 University has also recognized the SDE Library as a Research Centre for the doctoral researchers in various subject areas. Though the library is primarily meant for the SDE students and faculty members, the students of LSC can also use it with the prior permission of the Director.

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.

Facilities

- Circulation Section
- Reference Section
- E- Journal Access
- Subscription to Dailies and Popular Magazines
- Research Journals
- Previous Question papers
- Photocopying

Return of Original Certificates

The qualifying certificates of students admitted to a course in the institute shall ordinarily be returned by the end of the course or on the date of discontinuance. Those who discontinue their studies in the middle of a course are directed to clear arrears of tuition fee, if any and get back their certificates.

The SDE will not take the responsibility of keeping their certificates safe for an indefinite period after the end of the course.

Search fee at the following rates will be collected from the students in this regard.

- | | |
|--|-----------|
| 1. One year after examination | Rs. 25/- |
| 2. Two years after examination | Rs. 50/- |
| 3. Three years or more after the examination | Rs. 100/- |
| 4. Five years or more after the Examination | Rs. 500/- |

SDE Grievance Cell

All complaints and grievances regarding the courses offered by SDE should be addressed to the Chairman, Grievance Cell, SDE, University of Kerala, Palayam, Thiruvananthapuram

Last date for payment of Tuition Fees

Name of the Course	Date of First Instalment	Date of 2nd Instalment
I BA/B.Com./B.Sc. Maths/B. A. Afsal Ul-ulama	At the time of Admission	10th December
II & III BA/B.Com./B.Sc. Maths/ B. A. Afsal Ul-ulama	10th June	10th October
I B. Sc. Computer Science/BCA/B. Com. Computer Application	At the time of Admission	30th March
II & III B. Sc. Computer Science/BCA/B. Com. Computer Application	One week after Uty. Exam.	30th March
I M. A./M. Com./M. Sc. Maths	At the time of Admission	30th December
II M. A./M. Com./M. Sc. Maths	One week after Uty. Exam.	30th December
BLISc./ MLISc./ PG Diploma	At the time of Admission	30th March
For Semester and Health Science Courses	At the time of Admission/	
	One week after Uty. Exam.	

Enquiries

All enquiries and correspondence relating to Distance Education programmes of the University of Kerala may be addressed to:

The Director
School of Distance Education,
University of Kerala,
Thiruvananthapuram – 695 034
Telephone No : 0471 - 2300167

The office of the SDE shall function on all days except holidays.

Students may log on to the websites www.ideku.net and www.keralauniversity.ac.in for updated information on dates of Examinations, Time table, Course details etc.

Documents to be submitted along with application for Admission

1. **Original Certificate**/Provisional Certificate/Mark list of the qualifying examination. In the absence of the original degree, a Provisional Certificate issued from the University will be accepted for granting provisional admission. Admission thus granted will be regularized only on submission of the original Degree Certificate. Those who apply for MSc Maths, M. A. Public Administration, BLISc, MHRM, MBA are required to submit attested copy of their Degree mark list also.
2. **Original Transfer Certificate** from the institution last attended. In case such Certificate is not issued from the institution last attended, a Certificate stating this fact duly signed by the competent authority of that institution should be submitted along with the application for admission. Some institutions outside the state of Kerala are not in the practice of issuing TC to their students. Such students shall be admitted to any course of study in SDE on the strength of an affidavit attested by a Notary Public/Second Class Judicial Magistrate in lieu of TCs along with a letter from the Institution stating that they do not issue TCs. Students above the age of 60 and those who are seeking admission to PG Diploma and Certificate Courses are exempted from submitting TCs for admission.
3. **University Pay-in-slip/DDs** for the required amount of tuition/other fees remitted as stated in the fee statement.
4. **Eligibility Certificate** shall be obtained from the Registrar, University of Kerala if the Candidate has passed the qualifying examination from outside Kerala University and shall produced the same at the time of admission. This certificate will be issued by the Registrar, on formal application (in the prescribed form which can be down loaded from University website), addressed to him and accompanied by a fee of Rs 2000/- for Foreign Degree/ Diplomas, Rs. 350/- for PG and Professional Degree from outside Kerala, but within India and Rs. 200/- for all other Degree/Diplomas. The Application should be accompanied by attested copies of the Certificates of all examinations passed by the candidates (right from SSLC) along with the copy of the TC/Course Certificate, (in the case of regular students) of the degree for which eligibility is required along with a self addressed stamped envelop. Those who passed HSE, VHSE, CBSE and seek admission to Degree Programmes have to pay the fee (Rs. 200/-) only instead of eligibility certificate.
5. **Identity Card** with name and address of the applicant duly filled up in capital letters and photograph affixed.
6. **True Copy of SSLC.**
7. **Migration Certificate** in the case of candidates who have passed the qualifying examination from any University/Board other than Kerala University. Candidates shall also produce the certificate immediately after taking admission to the course.

8. **Cancellation Memo** from the Controller of Examination relating to Examination/unavailed portion of private registration if any. Such candidates will be admitted only if they submit the said cancellation Memo.
9. **Degree Certificate or provisional Certificate relating to the PG Course**, if the candidate has passed any such examination after graduation.
10. **PDC/+2 or Equivalent** - Mark list and pass Certificate for those who have qualified from any University or Board other than the University of Kerala.
11. **Photocopy of the Original degree Certificate** (both sides). 2 Copies
12. Candidates who are applying for B.Com Addl. Co-operation Elective have to produce their **B.Com Degree Certificate** and its photocopy (both side) also. Further M.Com Degree holders have to produce the attested photocopy of the M.Com Degree Certificate and those who have failed in the examination have to submit an affidavit duly attested by a Notary Public to the effect that he/she will not appear for the examination simultaneously.

MHA	3 years	13000	100	400	10	5000	5510	5810	6110	Nil	4010	Nil	4010	Nil
		CDC 13000				CDC 5000	CDC 5000	CDC 5000	CDC 5000		CDC 4000		CDC 4000	
MLJSc	1 year	12000	100	400	10	6000	6510	6810	7110	6000	-	-	-	-
MBA	2 years	30000	150	400	10	7500	8060	8360	8660	7510	7510	7510	-	IV Semester
MHRM	2 years	7500	100	400	10	3750	4260	4560	4860	Nil	3760	Nil	-	-
		CACEE 7500				CACEE 3750	CACEE 3750	CACEE 3750	CACEE 3750		CACEE 3750			

PG Diploma & Certificate Programmes

PGD HRM / PGDMM / PGDITM	1 year	5000	250	400	10	2500	3160	3460	3760	2500	-	-	-	-
PGD EPMA	1 year	2500	250	400	10	2500	3160	3460	3760	Nil	-	-	-	-
		CACEE 2500				CACEE 2500	CACEE 2500	CACEE 2500	CACEE 2500					
PGD AP / PGDCAFC / PGDDN / PGDHSR	1 year	5000	250	400	10	5000	5660	5960	6260	Nil	-	-	-	-
		CDC 5000				CDC 5000	CDC 5000	CDC 5000	CDC 5000					
PGD BT	1 year	5000	250	400	10	5000	5660	5960	6260					
		SRC 5000				SRC 5000	SRC 5000	SRC 5000	SRC 5000					
PGD HHA	1 year	5000	100	400	10	5000	5510	5810	6110					
		CDC 5000				CDC 5000	CDC 5000	CDC 5000	CDC 5000					
PGD CJ	1 year	15000	250	400	10	7500	8160	8460	8760	7500				
PG DCA	1½ years	10000	200	400	10	3000	3610	3910	4210	3500				
		CF 5000				CF 2000	CF 2000	CF 2000	CF 2000	CF 1500				
PGD Cyber Law	10 months	3500 (without supplying notes)												
PGD Intellectual Property Rights	10 months	3500 (without supplying notes)												
PGCC TMFMC	5 months	1500	200	300	10	1500	2010	2310	2610					
		HD/SO 1500				HD/SO 1500	HD/SO 1500	HD/SO 1500	HD/SO 1500					
PGCC GCM	5 months	1500	200	300	10	1500	2010	2310	2610					
		HD/SO 1500				HD/SO 1500	HD/SO 1500	HD/SO 1500	HD/SO 1500					
Certificate course in communicative English	5 months	2000	100	300	50	1000	1450	1750	2050	1000				
		CF 1000				CF 500	CF 500	CF 500	CF 500	CF 500				

Remarks CF Centre fee Fee to be remitted in the form of DD in favour of the Head of the Study Centre payable at the nearest SBT/SBI branch.
 CDC Child Development Centre Fee to be remitted in favour of the Director, CDC, Medical College, Tvm payable at SBT/SBI branch Tvm
 CACEE Centre for Adult Continuing Education and Extension Fee to be remitted in favour of the Director CACEE, University of Kerala, Tvm payable at SBT/SBI branch Tvm.
 HD/ SO Head, Department of Sociology Fee to be remitted in favour of the Head, Department of Sociology, University Campus, Kariavattom, payable at SBT Kariavattom branch.
 SRC State Resource Centre Fee to be remitted in favour of The Director, SRC, Thiruvananthapuram payable at SBT SBI Thiruvananthapuram
 Eligibility fee for Professional Degrees See page 13

* Assignment fee for MA/MSc/MCom Rs.100/- Late fee Rs.200/- (After one year and within two year of course completion),Rs.500/- (After two year of course completion)

* Dissertation Late Fee + Rs.500/- (After one year and within two year of course completion)

NB: Fees once remitted will not be refunded

DEGREE PROGRAMMES

• B.A. Afzal-ul-Ulama • B.A. English • B.A. Malayalam • B.A. Economics • B.A. History • B.A. Political Science • B.A. Sociology • B.Sc. Mathematics • B.Com. Optional: Taxation / Co-operation • B.Com. Elective: Co-operation (1 Year)

- **Duration of the Programmes :** Three Years
- **Medium of Instruction and Examination:** English (except for the Programme in Malayalam)
- **Broad Pattern of the Programme**

Each Degree Programme will have three Parts, ie.

- Part I - English
Part II - Additional Language
Part III - Optional Subjects

Part I English

For B.A. (except B.A. Afzal-ul-Ulama) and B.Sc. Maths Degree Programmes Part I English will have three papers ie.

- Paper I - Prose (I Year)
Paper II - Novel, Functional Grammar and Communicative Skill (I Year)
Paper III - Drama & Poetry (II Year)
(For B.A. Afzal - ul-Ulama and B.Com. Part I English will have only two papers, ie.
Paper I - Prose (I Year)
Paper II - Poetry, Functional Grammar and Communicative Skill (II Year))

Part II - Additional Language

Under Part II, the SDE offers **Malayalam and Hindi** and the students can choose either of the two. Students can also choose any of the additional language/subjects listed below, provided they make their own arrangements for study and apply for exemption in the prescribed form, remitting an additional fee of Rs. 50/-

- | | | |
|-------------|-----------|-----------------|
| 1. Sanskrit | 4. Syriac | 7. French |
| 2. Arabic | 5. Latin | 8. German |
| 3. Hebrew | 6. Tamil | 9. Russian |
| | | 10. Linguistics |

• Programmes in Detail

1. B.A. Afzal-ul-Ulama

Paper	Title of Paper	Marks
First Year		
Part I English Paper I	Text Book and Scheme prescribed for I year B.Com/BPA Part I English of Kerala University	100
Part II Arabic Paper I	Classical Literature: Quran and Uloomul Quran	100
Part II Arabic Paper II	Grammar Rhetorics and composition	100
Part III Arabic Main Paper I	Classical Literature: Hadith and USool Al Hadith	100

Second Year		
Part I English Paper II	Text Book and Scheme prescribed for II year B.Com/BPA Part I English of Kerala University	100
Part II Arabic Paper III	History of Arabic Literature	100
Part III Arabic Main Paper II	Translation and Composition	100
Paper III	Novel, Drama, Short Story and Criticism	100
Third Year		
Part III Arabic Main Paper IV	Grammar, Rhetorics and Prosody	100
Paper V	Classical Literature	100
Paper VI	Functional Commercial and Journalistic Arabic	100
Paper VII	Islamic Jurisprudence and Logic	100
Paper VIII	History of Islam and Philosophy	100
Paper IX	Modern Literature	100

2. B.A. English Language and Literature

Paper	Title of Paper	Marks
I Year		
Part I English Paper I	Prose	100
Paper II	Novel, Functional Grammar and Communicative Skill	100
Part II Second Language	Hindi or Malayalam	
	Hindi - Paper I Prose and Drama	100
	Malayalam - Paper I Kavitha	100
Part III Main Paper I	Poetry	100
II Year		
Part I English Paper III	Drama & Poetry	100
Part II Second Language (Hindi or Malayalam)		100
Hindi - Paper II	Poetry & Grammar	
Paper III	Non-detailed, Translation and General Essay	100
Malayalam - Paper II	Nadakavum Attakathayum	100
Paper III	Gadyasahithyam	100
Part III Main Paper II	Essay and Fiction	100
Subsidiary Paper I	History of English Literature	100
Subsidiary Paper II	Journalism	100
III Year		
Main Paper III	Drama	100
Main Paper IV	Literary Criticism	100

Main Paper V	Phonetics, Grammar and History of the English Language	100
Main Paper VI	English for Communication	100
	a. Written (75)	
	b. Viva – Voce (25)	
	Total for Part I – 300	
	Total for Part II – 300	
	Total for Part III – 800	

3. B.A. Malayalam

Paper	Title of Paper	Marks
I Year		
Part I English Paper I	Prose	100
Paper II	Novel Functional Grammar & Communicative Skill	100
Part II Paper I	Second Language (Hindi/Malayalam)	100
Part III Main Paper I	Drisyakalasaahithyam	100
II Year		
Part I English Paper III	Drama and Poetry	100
Part II Paper II	Poetry and Grammar (Hindi)	
Second Language (Hindi/Malayalam)	Nadakavum Attakathayum (Malayalam)	100
Paper III	Translation and General Essay (Hindi)	
	Gadyasahithyam (Malayalam)	100
Part III Main Paper II	Pracheenakavitha	100
Subsidiary I	Keralasamskaram	100
Subsidiary II	Samskritham	100
III Year		
Part III Main Paper III	Gadyasahithyam	100
Main Paper IV	Aadhunikakavitha	100
Main Paper V	Bhashasasthram, Bhashacharitham, Vyakaranam	100
Main Paper VI	Sahithyaniroopanam	100

4. B.A. Economics

Paper	Title of Paper	Marks
I Year		
Part I English Paper I	Prose	100
Paper II	Novel Functional Grammar & Communicative Skill	100
Part II Paper I	Second Language (Hindi/Malayalam)	100
Part III Main Paper I	Micro Economics	100
II Year		
Part I English Paper III	Drama and Poetry	100
Part II Paper II	Poetry and Grammar (Hindi)	
Second Language (Hindi/Malayalam)	Nadakavum Attakathayum (Malayalam)	100

	Paper III	Translation and General Essay (Hindi) Gadyasahithyam (Malayalam)	100
Part III Main	Paper II	Macro Economics	100
Subsidiary	Paper I	Political Science	100
Subsidiary	Paper II	Indian History	100
III Year			
Part III Main	Paper III	Indian Economy	100
	Paper IV	Development and Environment	100
	Paper V	Quantitative methods for Economic Analysis	100
	Paper VI	Banking and Public Economics (Finance)	100

5. B.A. History

Paper		Title of Paper	Marks
I Year			
Part I	English Paper I	Prose	100
	Paper II	Novel, Functional Grammar & Communicative Skill	100
Part II	Paper I	Second Language (Hindi/Malayalam)	100
Part III Main	Paper I	Emergence of Modern World	100
II Year			
Part I	English Paper III	Drama and Poetry	100
Part II	Paper II	Poetry and Grammar (Hindi)	
		Second Language (Hindi/Malayalam)	100
	Paper III	Translation and General Essay (Hindi) Gadyasahithyam (Malayalam)	100
Part III Main	Paper II	Social Formations in India	100
Subsidiary	Paper I	General Economics	100
Subsidiary	Paper II	Political Science	100
III Year			
Part III Main	Paper III	Historiography with special Reference to Indian Historiography	100
	Main Paper IV	Colonialism and Nationalism	100
	Main Paper V	Kerala History	100
	Main Paper VI	International Relations	100

6. B. A. Political Science

Paper		Title of Paper	Marks
I Year			
Part I	English Paper I	Prose	100
	Paper II	Novel, Functional Grammar & Communicative Skill	100
Part II	Paper I	Second Language (Hindi/ Malayalam)	100
Part III Main	Paper I	Indian Government and Politics	100

II Year				
Part I	English	Paper III	Drama and Poetry	100
Part II		Paper II	Poetry and Grammar (Hindi)	
Second Language (Hindi/Malayalam)			Nadakavum Attakathayum (Malayalam)	100
		Paper III	Translation and General Essay (Hindi) Gadyasahithyam (Malayalam)	100
Part III	Main	Paper II	Comparative Politics	100
	Subsidiary	Paper I	General Economics	100
	Subsidiary	Paper II	World History	100
III Year				
Part III	Main	Paper III	International Politics	80
	Main	Paper IV	Public Administration Theory and Practice	80
	Main	Paper V	Political Theory and Political Thought	80
	Main	Paper VI	Introduction to Public Policy Analysis	80
			1. Elective Paper i. Human Rights in India	80

7. B.A. Sociology

Paper		Title of Paper		Marks
I Year				
Part I	English	Paper I	Prose	100
		Paper II	Novel, Functional Grammar & Communicative Skill	100
Part II		Paper I	Second Language (Hindi/ Malayalam)	100
Part III	Main	Paper I	Introduction to Sociology	100
II Year				
Part I	English	Paper III	Drama and Poetry	100
Part II		Paper II	Poetry and Grammar (Hindi)	
Second Language (Hindi/Malayalam)			Nadakavum Attakathayum (Malayalam)	100
		Paper III	Translation and General Essay (Hindi) Gadyasahithyam (Malayalam)	100
Part III	Main	Paper II	Society in India	100
	Subsidiary	Paper I	General Economics	100
	Subsidiary	Paper II	Political Science	100
III Year				
Part III	Main	Paper III	Development of Sociological Thought	100
	Main	Paper IV	Indian Society, Problems and Challenges	100
	Main	Paper V	Social Research Methods	100
	Main	Paper VI	Urban Sociology	100

8. B.Sc. Mathematics

Paper	Title of Paper	Marks
I Year		
Part I English Paper I	Prose	100
	Paper II Novel, Functional Grammar & Communicative Skill	100
Part II Paper I	Second Language (Hindi/Malayalam)	100
Part III Main Paper I	Calculus, Analytic Geometry Algebra & Trigonometry	65+10
Subsidiary Paper I	i. Statistics	50+10
	ii. Financial Accounting	100
II Year		
Part I English Paper III	Drama and Poetry	100
Part II Paper II	Poetry and Grammar (Hindi)	
Second Language (Hindi/Malayalam)	Nadakavum Attakathayum (Malayalam)	100
	Paper III Translation and General Essay (Hindi)	
	Gadyasahithyam (Malayalam)	100
Part III Main Paper II	Calculus & Algebra	65+10
Subsidiary i. Paper II	Statistics	50+10
	Paper III Statistics (Practical)	50+20+10
	Theory - 50	
	Practical - 20	
	Internal - 10	
Subsidiary ii.	Advanced Cost Accounting	100
III Year		
Part III Main Paper III	Algebra	65+10
Main Paper IV	Complex Analysis	65+10
Main Paper V	Real Analysis	65+10
Main Paper VI	Numerical Analysis & Vectors & Geometry	65+10
Main Paper VII	Computer Programming	55+10+10
	Theory – 55	
	Record – 10	
	Internal – 10	
Main Paper VIII	Elective II: Graph Theory	65+10

Total for Part III – 1000 Marks**9. B. Com.**

Paper	Title of Paper	Marks
I Year		
Part I English Paper I	Prose	100
Part II Addl. Language	Second Language (Hindi/Malayalam)	100

Part III	Commerce Subjects	
	1. Principles of Business Decisions	100
	2. Management and Business Communication	100
	3. Entrepreneurship Development	100
	4. Financial Accounting	100
II Year		
Part I English Paper II	Poetry, Functional Grammar & Communicative Skill	100
Part III	Commerce Subjects	
	5. Business Regulatory Frame Work	100
	6. Business Statistics	100
	7. Principles of Marketing	100
	8. Advanced Financial Accounting	100
	9. Optional Subjects Paper – I (Taxation)	100
	Optional Subjects Paper - I (Co-operation)	100
III Year		
Part III	Commerce Subjects	
	10. Banking Law and Practice	100
	11. Auditing	100
	12. Cost Accounting	100
	13. Capital Market	100
	14. Management Accounting	100
	15. Optional Paper – II (Taxation)	100
	Paper - II(Co-operation)	100
10. B.Com Additional Elective Co-operation		
	Co-operation I	100
	Co-operation II	100

Paper IX - B Co - operation - I -II Year

Course Objectives

- To inculcate the principles and practice of co-operation among the students.
- To acquaint the students with the procedures for forming and operating co-operative organisations.
- Co-operation** - introduction - meaning - definition - importance - features-principles of co-operation Roachdale - ICA - Karve Committee. (15 hrs.)
- Origin and Development of Co-operation** - in, England, Germany, Denmark, China, Japan, Russia and USA (Brief Study) - in India - in Kerala - Different types of co-operatives in Kerala. (25 hrs.)
- Co-operative banking** - primary agricultural credit societies - Service co-operative banks - Farmers service co-operative banks - constitution, objectives and functions - Crop loan system - problems - overdues - District Co-operative Banks -State Co-operative Banks - Objectives, functions and working - problems - procedure of sanctioning short term loans and medium term loans under three tier structure- Primary Agricultural and Rural Development Banks. State Agricultural and Rural Development Banks - constitution , objectives, functions and workings - problems - procedure of sanctioning long term loans under two tier credit structure. (30 hrs.)

4. Urban Co-operative Banks -constitution ,objectives,working (5 hrs.)
5. Marketing and Processing Co-operatives - constitution and working of primary agricultural marketing and processing societies - Housing co-operatives - constitution and working - Industrial co-operatives - constitution and working of weavers co-operatives, coir, diary, fisherman, scheduled caste and scheduled tribe societies. (30 hrs.)
6. National Federation of State Co-operative Banks - National Federation of Co-operative Agricultural and Rural Development Banks - National Co-operative Bank - NAFED - NAFICS.. National Federation of Fisheries Co-operatives -National Co-operative Housing Federation.. NCDC - National Dairy Development Board.(25 hrs.)
7. NABARD - Constitution and working - NABARD and Rural credit(10 hrs.)
8. Co-operative Education and Training Structure-NCUI, NCCT,VAMICOM and Kerala State Co-operative Union Co-operative education and training among members, prospective members, office bearers, Board and employees. (15 hrs.)
9. Administrative set up of Co-operative Department in Kerala - Government department - State Co-operative union - Circle Co-operative union - administration and audit . (10 hrs.)
10. Co-operative Management - need and importance of professional management in Co-operatives (15hrs.)

Recommended Books

1. Theory, History and Practice of Co-operation : R.B. Bedi
2. Co-operation in India : Mathur B.S
3. Fundamentals of Co-operation : Krishnamurti
4. Co-operation - Principle - Problems and Practice : Hajela T.N
5. Recent Trends in Co-operative Movement in India : Tyagi R.B
6. Base Act

Paper XV - B Co-operation - II - III Year

Course Objectives

1. To inculcate the principles and practice of co-operation among the students.
2. To acquaint the students with the procedures for forming and operating co-operative organisations
 1. Evolution of Co-operative legislation in India - Co-operative Societies Act of 1904, subsequent legislation - Co-operation as a state subject (10 hrs.)
 2. Co-operative Society Act of Kerala (Act 21 of 1969 - salient features) - Registration of co-operatives - need, conditions and effect of registration -procedure of registration-preparation of registration proposal - Bylaws - its importance -amendment of byelaws -meaning provisions and procedure change of name ,liability -power of the Registrar of co operative societies to direct amendment - preparation of amendment proposal -Re-organisation of the societies - amalgamation, division and merger - provisions and procedure-preparation of proposal - Membership-types - eligibility and admission , rights and liabilities -restrictions and withdrawal and termination. (20 hrs.)
 3. Management of Co-operative .management power of general body - constitution convening of annual and special general meetings -provisions and procedures -managing committees -elected, nominated and co-opted members -constitution : and powers - Elections - rules provisions and procedures - Supervision and Inspection -enquiry -audit and surcharge

- provisions and procedures - Privileges of co-operatives - charge and set off. register of members as prima faice evidence. Exemption from fees, duties and taxes - deduction of dues of co-operatives - Supervisions -its basis - procedure of appointment of administration. (20 hrs.)
4. Financing of Co-operatives - State aid to co-operatives - contribution to share capital at various levels advances.guarantees and subsidies - Statutory and other reserves - their creation.utilization and investment - restriction - Annual accounts in prescribed forms (15 hrs.)
 5. Settlement of Disputes - Settlement of disputes - arbitration and awards - provisions and procedures Execution and enforcement of awards - provisions and procedures - Appeals reviews and revising - meaning and distinction decisions - against which the appeals are made - authority of appeals. Co-operative tribunal - constitution and powers - Offenses and penalties - provisions - procedures . (20 hrs.)
 6. Stamp Act - Provisions relating to Co-operative societies - Indian Penal Code - Relevant sections regarding misappropriation of funds and falsification of accounts records - Civil procedure code regarding - Decree order.jurisdiction, sub-judies.resjudicate, suit in general Essentials of suit.Institutions of suit - representatives - suit - plant, summons, writ, injunction, appeal, written statement costs, revision and review.(30 hrs.)
 7. Liquidation - Liquidation basis,appointment and power of liquidators - settlement of claims-liquidation order. (5 hrs.)
 8. Books and Register - to be maintained by Co-operative societies as contemplated in the Co-operative Act. Rules.(20 hrs.)
 9. Co-operative Accounting - Receipts and disbursement statement - Preparation of Profit and Loss Account and balance sheet of different types of societies. (25 hrs.)
 10. Recent trends in Co-operation legislations - Brahma Prakash Committee - Model co-operative Bill Andhra Pradesh Mutually Aided - Co-operative Societies Bill 1995 - Important features and provision (15 hrs.)

Recommended Books

1. Law for the Co-operatives - Bedi R D
2. Law and Management of Co-operatives - Trivedi B.B
3. Kerala Co-operatives Society Act and Rules - Pillai F R.(ed)
4. Co-operative Democracy in action - O.R.Krishnaswarny
5. A Model of Co-operative Societies Law - Weerman
6. Bare Acts

Eligibility for Admission

1. **B.A.** Candidates seeking admission to the B.A. Degree Programmes should have passed the Pre-degree examination of the University of Kerala/Higher Secondary/VHSE/AISSCE/ISE examination with any subject or any examination accepted by the Academic Council as equivalent thereto.

Candidates who have passed the Afzal-ul-ulama Preliminary are also eligible for admission to the B.A. Afzal-ul-ulama.

Candidates who have registered for BA Degree course in Arabic are permitted to register for BA Degree course in Afzal-ul-ulama through SDE after cancelling the registration for BA Degree course in Arabic.

2. **B.Sc.** Candidates seeking admission to the B.Sc. Mathematics Degree Programme should have passed the Pre-degree Examination of this University or Higher Secondary VHSE/ AISSCE/ISE Examination with Mathematics as one of the Optional Subject or any examination accepted by the Academic Council as equivalent thereto.
3. **B.Com.** Candidates for B.Com. Degree Programme shall be required to have passed the Higher Secondary Examination of the Directorate of Higher Secondary Kerala or any other examination equivalent to it recognised by the University of Kerala, with Accounting as one of the subjects and any two of the following subjects:
 1. Commerce
 2. Business Studies
 3. Business Communication
 4. Commercial Geography
 5. Insurances and Salesmanship
 6. Economics
 7. Banking
 8. Business Management
 9. Office Managementas optional under Part III of the examination or to have passed an **equivalent examination with other subjects under Part III provided they have secured 45 percent of the aggregate marks.**
4. **B.Com Additional Co-operation Elective:** B.Com Degree holders from Kerala University only. (M.Com Degree holders with B.Com. from Kerala University can also apply).
5. Candidates of Kerala University who have registered themselves for I/II year degree examination through college study prior to introduction of CBCSS and are eligible for promotion to the next year of the course in the college will be admitted to II/III year of the degree course with the same optional subjects. They will not be admitted to the I year of the same course.

Candidates of Kerala University who have obtained private registration for B.A./B.Com. Degree course and have registered for I/II year examination are eligible for admission to the II/III Year of the course with the same Optional Subjects. The Hall Ticket or Marklist of I/II year examination should be produced along with the application for admission. They have to cancel the unavailed portion of the private Registration.
6. Candidates of Kerala University who have obtained private registration for B.A. and appeared for the III year examination will not be admitted to the Institute for the B.A. course again. However they will be admitted to B.Com. provided they submit the University Order cancelling their private registration for B.A. examination. Candidates who have obtained private registration for B.Com. and have appeared for the I/II year examination will not be admitted to the Institute for B.Com. course again. However they will be admitted to B.A. course provided they submit the University Order cancelling their private registration for B.Com. examination. Candidates who have obtained private registration for B.A./B.Com. examination but have not applied for any of the University Examinations for the said course will be admitted to B.A./ B.Com. course only if they submit University Order cancelling their private registration.
7. A Candidate of Kerala University who has passed the B.A./B.Sc. Degree examination in Parts I and II and fails in Part III (after registering For III B.A./B.Sc. examination) shall be permitted to appear for part III of the B.A. degree examination at one sitting offering a new optional group provided he/ she has undergone the prescribed course of study in the new optional group by attending the SDE for a period of not less than two academic years. Such candidates will be admitted to the Second Year of the course only.
8. Candidates of Kerala University who have passed all parts of the B. A. / B Sc. examination and apply for admission to B. Com. shall be exempted from taking Parts I and II of B. Com. Degree examination. They shall be admitted to II year B.Com. and shall have to take whole

examination (Part III only) in one sitting after attending this Institute for a period of not less than two academic years.

9. Candidates of Kerala University who have passed Part I and II only of the B. A Degree examination and apply for admission to B Com. shall not be exempted from any part of the B.Com Degree examination. They shall be admitted to I year of the B.Com Degree.
10. Candidates with higher Degree in a particular subject from Kerala University shall be admitted to B.A./B. S.c./B. Com. courses and appear for Examination in another subject. Such candidates are exempted from passing Part I, Part II and subsidiaries of the lower examination which they have already passed as Part I, Part II, Subsidiary or Main subject as the case may be at the Degree/P.G. level. They are exempted from the minimum duration of the course prescribed for regular/private study candidates. The duration of the courses prescribed for change of optional subjects is generally applicable to these candidates. They shall not be awarded a degree for a second time but a special certificate for the subject of the Examination passed by them and the dates of such examination shall be issued to them. If they are Graduates of other Universities they shall be admitted to BA/B. Com. Course as fresh students
11. Other Categories of candidates, if any, are advised to seek clarification of rules before they submit the application for admission.
12. Optional Subjects/Additional language once selected by the candidate cannot be changed. However they are allowed to change the same after remitting Rs. 300/- towards optional change within one month of the date of admission. Change of subjects/Additional language shall not be considered under any circumstance after the said period.

Rules regarding Calculation of dues

- * All dues should be cleared before issuing or releasing any certificate from this Office.
Only those students who have registered for I/II year examination are eligible for promotion to II/III year degree course.
Students who are eligible for promotion to the IInd and IIIrd year of the course are requested to remit their Ist Instalment of Fee well in advance of the last date ie. **10th June**. This will ensure early despatch of the first set of study materials. Receipt of study materials by those who do not remit fee on time will not make a claim to continue their studies and to remit the fees subsequently. The IInd Instalment tuition fee without fine - **10th October**
- * Students who fail to pay the fees before 10th June shall have to pay a fine of Rs. 50 for one month. On default the registration shall be cancelled. Re-admission may be granted in the same year provided the students apply for re-admission with a fee of Rs. 100 up to October 10th and a super fine of Rs. 250 upto 30th December. After that date remittance of Ist Instalment cannot be permitted.
- **Syllabi and Text Books**
The Syllabi and text books for degree course by Distance Education shall be the same as for the degree course conducted in affiliated colleges of the University of Kerala unless otherwise decided by the relevant bodies of the University.
- **Other Regulations for B.A.**
 1. No candidate shall be declared eligible for the Degree of Bachelor of Arts unless he has completed the course of study prescribed and passed the examination in all the subjects under the three parts of the examination viz – Part I – English, Part II – Additional Language

and Part III – Optional Subjects. No candidate who has passed any part or parts of the examination shall be allowed to appear again for that part or parts of the examination passed by him.

2. Pass minimum - A candidate for the degree of Bachelor of Arts shall be declared to have passed the examination.
 - i. Part - I English - of the examination if he obtains not less than 35% of the aggregate marks of the three papers comprised in that part.
 - ii. Part II - Additional Language – of the examination if he obtains not less than 35% of the aggregate marks of the three papers comprised in that part.
 - iii. Part III - Optional Subject – of the examination if he obtains not less than 35% of the marks for each division of the Examination.

The marks required for securing a whole pass under Part III shall be not less than 30% of the marks for the Main subjects and 35% of the marks for each of the subsidiary subjects and not less than 35% of the aggregate for Part III.

A candidate securing 35% of the marks in any one division but failing to qualify for a pass in Part III will be declared to have passed that division in which he gets 35%. He can complete Part III by appearing for the division in which he failed by securing 35% of the marks in that division. But in the case of subsidiaries he ought to secure 35% of the marks for each.

3. Division of the examination: The division of the examination under the several groups under Part III – Optional subjects – shall be as follows:

Division (a): All papers including practical and record marks if any, under the Main section.

Division (b): All papers including practical if any, under the Subsidiary section.

4. Classification of successful candidates who obtain not less than 60% of the marks in any of the Parts I, II or III shall be placed in the First class in that part.

Successful candidates who obtain 50% or more but less than 60% of the marks in any of the Part I, II or III shall be placed in the Second class in that part.

All the successful candidates obtaining less than 50% of marks in any of the Parts I, II or III shall be placed in the Third Class in that Part.

5. A candidate for the First Year, Second Year or Third year B.A. Degree examination shall be required to register himself for the whole examination at the first appearance.
6. A candidate who has registered for the examination at the end of the first year/ Second year of the course shall be permitted to continue the course of study in the second year/third year class irrespective of the results of the examination.
7. **Candidates who do not register their names for the respective examination shall not be promoted to the next higher class under any circumstances.**
8. (a) A candidate who has appeared / registered for first Year B.A. degree Examination at the end of the first year of the course will be allowed to appear again for the first year examination along with the second year examination with a view to improve the results of the first year examination.
(b) A candidate who has registered / appeared for II B.A. degree examination at the end of second year will be allowed to appear for Part III – Paper II Main only of the second year examination along with the third year examination with a view to improve the results. Those who have failed in or were absent for Part I, Part II and Part III

Subsidiary papers have to submit separate applications for reappearance (See item 9 (a) below) Improving will not be permitted for subsidiary papers, Part I and Part II after Second year B.A. Examination.

- (c) When a candidate re-appears for the whole or part or papers First Year/Second Year B.A. Degree examination with a view for improving, the higher marks scored either in the first examination or on re-appearance will be taken into account for declaring his result.

Note: i. A Candidate may re-appear for the whole or part or paper of the first year examination along with the second year examination and paper of the Main subject of the second year examination along with the third year examination, at his option.

- ii. Re-appearance for improvement will not be treated as subsequent appearance. Absence for all the papers of a particular part of the examination for which the candidates have registered shall not be treated as a chance for that part.

9. (a) A candidate who fails in part I/II/III (subsidiary) at the end of the second year shall be permitted to take the examination in that part in September or along with the final examination at the end of the third year. He shall apply in separate application form for the same. He has to write all the 3 papers of Part I English and Part II Second Language.

- (b) A candidate who pass in any division of the examination under Part III need not appear again for that division but shall be allowed to complete Part III by passing the division in which he had failed.

10. A person who has qualified for the B.A./B.Sc. Degree of this University under these regulations shall be permitted to appear for a different optional group under Part III of the examination at one sitting provided he has undergone the prescribed course of study for the selected new group of optional subjects for a period of not less than two academic years after qualifying for the degree.

The Candidate who secure a pass in Part I & Part II and fail in Part III of the exam can change the optional subjects and permitted to choose their subsidiary subjects already taken by them as optional subjects.

Such a candidate will be admitted to the second year of the degree course.

For BSc Maths he will be admitted to the I year and has to write the exam at the end of each year. He will be exempted from writing part I & II

11. Other regulations applicable to the college going students of the degree course are mutatis mutandis, applicable to the students of distance education courses.

Other Regulations for B. Com.

1. No Candidate shall be declared eligible for the degree of Bachelor of Commerce unless he has completed the course of studies prescribed and passed the examination in all the subjects under the three parts of the examination viz. Part I English, Part – II Modern Language and Part III subjects. No candidate who has passed in any part or parts of the examination shall be allowed to appear again for the part or parts of Examination with the same subjects passed by him.
2. Pass Minimum: A candidate for the Degree of Bachelor of Commerce shall be declared to have passed the examination in.

- i. Part – I English of the examination if he obtains not less than 35% of the aggregate marks of the two papers comprised in that part.
 - ii. Part - II Modern Language of the Examination if he obtains not less than 35% of the total marks.
 - iii. Part III Subjects of the examination if he obtains not less than 35% marks prescribed for each Paper.
3. Classification of successful candidates:- Successful candidates who obtain not less than 60% of marks in any of the parts I, II or III shall be placed in the first class in that part.
 4. A candidate for the first year, second year or third year B. Com. Degree Examination shall be required to register himself for the whole examination at his first appearance.
 5. A candidate who has not registered for the first year examination shall not be permitted to continue the course of study in the Second Year. A Candidate who has not registered for the II year Examination shall not be permitted to continue the course of study in the Third Year.
 6. (a) A Candidate who has appeared for the First Year B. Com. Degree examination at the end of the first year of the course will be allowed to appear again for the examination in Part I and III along with the Second Year examination with a view to improve the results of the First Year examination.

Note: Examination in Part II Modern Language shall be completed and the results declared in the first year itself. Candidates who fail in Part II are allowed to take the supplementary examination in that part.

- (b) A candidate who has appeared for the second B. Com. Degree examination will be allowed to appear again for the examinations, under Part III of the second year along with third year examination with a view for improving the results.
 - (c) When a candidate reappears for a paper/papers of the First Year / Second Year B.Com. Degree Examination, the higher marks scored by him will be taken into account for declaring his results.
7. A candidate who fails to secure the required pass minimum in Part I of the examination at the end of the second year, shall be permitted to take the Examination in the following supplementary examination and / or along with the subsequent examinations.
 8. Candidates who have passed B.Com degree course under annual scheme or I to VI Semester of First Degree Programme under CBCS system shall be permitted to join B.A / B.Sc . Degree course as a regular student or through SDE or BA Degree course by Private registration provided he/she has the requisite qualification to join BA/BSc degree course.He/she shall undergo the prescribed course of study for not less than three years by taking I,II & III year examination at the end of respective years for annual scheme or by taking examination of I to VI semesters at the end of respective semester in the case of students under CBCS scheme.

COURSE DETAILS

POST GRADUATE PROGRAMMES - HUMANITIES, COMMERCE & SCIENCE

* M.A. History	* M.A. Malayalam
* M.A. Political Science	* M.A. Hindi
* M.A. Economics	* M.A. Sanskrit
* M.A. Sociology	* M.A. Tamil
* M.A. Public Administration	* M.A. Arabic
* M.A. Islamic History	* M.A. Music
* M.A. Philosophy	* M.Sc. Mathematics
* M.A. English	* M. Com

Duration of the Programmes : Two Years

Medium of Instruction and Examination : English (Except for Programmes in Hindi, Malayalam and Tamil)

Broad Pattern of the Programmes

1. Each PG Programme will have 16 Papers, 8 Papers in the First Year and 8 Papers in the Second Year each carrying 100 marks. In addition, there will be a Dissertation/Essay and a Comprehensive Viva, at the end of the Second Year, each for 100 marks. Of the 100 marks for Dissertation, 80 marks will be for the Dissertation and 20 marks for the viva based on it which will be conducted along with the Comprehensive viva. Each PG Programme thus will carry an aggregate of 1800 marks.
2. Each of the 16 Papers will be evaluated in two ways ie. by Continuous Assessment (C A) and Annual Assessment (AA), C A will carry 15 marks and AA 85 marks.

Programme Details

FIRST YEAR M. A. HISTORY

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
I	Historical Method I	15	85	100
II	Indian History I (up to 6th Century AD)	15	85	100
III	Kerala History I (up to 12th Century AD)	15	85	100
IV	Bronze Age Civilization (Elective)	15	85	100
V	Historical Method II	15	85	100
VI	Indian History II (from 600 to 1757 AD)	15	85	100
VII	Kerala History II (from 1201 to 1800 AD)	15	85	100
VIII	A History of Medieval Europe (Elective)	15	85	100
			Total	800

Final Year M.A. HISTORY

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
IX	Western Historiography	15	85	100
X	Indian History III - Colonialism and Resistance Movements (1757-1857)	15	85	100
XI	Kerala History III (1800 -1956)	15	85	100
XII	History of Social Reform Movements in Modern India (Elective)	15	85	100
XIII	Oriental Historiography	15	85	100
XIV	Indian History IV - Freedom Movement (1857 -1947)	15	85	100
XV	Kerala History IV-Contemporary Period (1956-2000)	15	85	100
XVI	History of USA since 1865 (Elective)	15	85	100
XVII	Project/Essay		100	100
XVIII	Comprehensive Viva - Voce		100	100
		Total		1800

First Year M.A. POLITICAL SCIENCE

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
I	Modern Western Political Thought	15	85	100
II	Modern Political Analysis and Political Sociology	15	85	100
III	Indian Government and Politics	15	85	100
IV	Comparative Politics	15	85	100
V	Theories and concepts of Public Administration	15	85	100
VI	Theories and Concepts of International Politics	15	85	100
VII	UNO and World Peace (Elective Paper I)	15	85	100
VIII	Human Rights in India (Elective Paper II)	15	85	100
		Total		800

Final Year M.A. POLITICAL SCIENCE

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
IX	Research Methodology	15	85	100
X	Gandhian Political Thought	15	85	100
XI	Issues in Indian Politics	15	85	100

XII	Modern Indian Social and Political Ideas	15	85	100
XIII	Politics of Developing Countries	15	85	100
XIV	State and Society of Kerala	15	85	100
XV	Media and Political Communication (Elective Paper III)	15	85	100
XVI	Environment, Development and Politics (Elective Paper IV)	15	85	100
XVII	Dissertation / Essay		100	100
XVIII	Comprehensive Viva -Voce		100	100
		Total		1800

First Year M.A. ECONOMICS

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
I	Micro Economics - I	15	85	100
II	Economics of Growth and Development	15	85	100
III	Indian Economic Policy	15	85	100
IV	Quantitative Methods	15	85	100
V	Micro Economics II	15	85	100
VI	Economics of Social Sector and Environment	15	85	100
VII	Indian Economic Policy II (Kerala Economy)	15	85	100
VIII	Research Methodology and Econometrics	15	85	100
		Total		800

Final Year M.A. ECONOMICS

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
IX	Macro Economics I	15	85	100
X	International Economics I	15	85	100
XI	Public Economics	15	85	100
XII	Macro Economics II	15	85	100
XIII	International Economics II	15	85	100
XIV	Finance and Capital Market	15	85	100
XV	Agricultural Economics	15	85	100
XVI	Industrial Economics	15	85	100
XVII	Project I / Essay		100	100
XVIII	Comprehensive Viva-Voce		100	100
		Total		1800

First Year M.A. SOCIOLOGY

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
I	Classical Sociological Traditions	15	85	100
II	Sociology of Indian Society	15	85	100
III	Social Movement in India	15	85	100
IV	Social Research	15	85	100
V	Kerala Society: Structure and Change	15	85	100
VI	Sociology of Change and Development	15	85	100
VII	Social Statistics and Computer Applications	15	85	100
VIII	Population & Society	15	85	100
		Total		800

Final Year M.A. SOCIOLOGY

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
IX	Advanced Sociological Theory	15	85	100
X	Globalization and Society	15	85	100
XI	Rural Society in India	15	85	100
XII	Sociology of Health	15	85	100
XIII	Current Debates in Social Theory	15	85	100
XIV	Gender and Society	15	85	100
XV	Local Self Government	15	85	100
XVI	Tourism and Cultural Heritage	15	85	100
XVII	Project work / General Essay			80/100
XVIII	Comprehensive Viva - Voce		100+20	100
		Total		1800

First Year M. A. PUBLIC ADMINISTRATION

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
I	Theories and Concepts of Public Administration	15	85	100
II	Development Administration in India	15	85	100
III	Indian Government and Politics	15	85	100
IV	Human Resources Management	15	85	100

V	Principles of Business Administration	15	85	100
VI	Public Policy Analysis	15	85	100
VII	Human Rights in India (Elective Paper I)	15	85	100
VIII	State Administration in India (Elective Paper II)	15	85	100
		Total		800

Final Year M.A. PUBLIC ADMINISTRATION

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
IX	Management and Organizational Behaviour	15	85	100
X	International Trade & Administration	15	85	100
XI	Issues in Indian Administration	15	85	100
XII	Labour Administration in India	15	85	100
XIII	Research Methodology	15	85	100
XIV	Financial Administration in India	15	85	100
XV	Environmental Management	15	85	100
XVI	Personal Administration	15	85	100
XVII	Project/Essay		100	100
XVIII	Comprehensive Viva - Voce		100	100
		Total		1800

First Year M.A. ISLAMIC HISTORY

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
I	General Historiography	15	85	100
II	The Life and Times of Holy Prophet	15	85	100
III	The Life and Times of Pious Caliphs	15	85	100
IV	The Umayyads of Damascus and Spain	15	85	100
V	The Arabs and Muslim Historiography	15	85	100
VI	The Abbasiyas	15	85	100
VII	Select Problems of Muslim Rule in India	15	85	100
VIII	Intellectual Revolution in the Middle Ages	15	85	100
		Total		800

Final Year M.A. ISLAMIC HISTORY

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
IX	Islamic Jurisprudence	15	85	100
X	Islamic Political Thought	15	85	100
XI	Muslims and Freedom Movement	15	85	100
XII	Muslim World in Modern Times	15	85	100
XIII	Revivalist Movement in Islam	15	85	100
XIV	Islamic Economics	15	85	100
XV	The Muslim Tradition of Kerala	15	85	100
XVI	Contemporary Islamic World	15	85	100
XVII	Dissertation / Essay		100	100
XVIII	Comprehensive Viva - Voce		100	100
		Total		1800

First Year M.A. PHILOSOPHY

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
I	Classical Indian Philosophy	15	85	100
II	Western Philosophy	15	85	100
III	Logic	15	85	100
IV	Moral Philosophy	15	85	100
V	Philosophy of Vedanta	15	85	100
VI	Modern Moral Problems	15	85	100
VII	Symbolic Logic	15	85	100
VIII	Applied Ethics	15	85	100
		Total		800

Final Year M.A. PHILOSOPHY

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
IX	Modern Indian Thought	15	85	100
X	Philosophy of Science	15	85	100
XI	Phenomenology and Existentialism	15	85	100
XII	Analytical Philosophy	15	85	100

XIII	Gandhian Philosophy	15	85	100
XIV	Recent Development in Western Philosophy	15	85	100
XV	Philosophy of Mind	15	85	100
XVI	Philosophy of Religion	15	85	100
XVII	Dissertation / Essay		100	100
XVIII	Comprehensive Viva – Voce		100	100
		Total		1800

First Year M.A. English

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
I	Chaucer to the Elizabethan Age	15	85	100
II	Shakespeare	15	85	100
III	Milton to 1800	15	85	100
IV	The Romantic Age	15	85	100
V	The Victorian Era	15	85	100
VI	The Modern Era Part (i)	15	85	100
VII	The Modern Era Part (ii)	15	85	100
VIII	Indian Writing in English	15	85	100
		Total		800

Final Year M.A. English

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
IX	American Literature Part I	15	85	100
X	American Literature Part II	15	85	100
XI	Phonetics and History of the English Language	15	85	100
XII	Structure of Modern English	15	85	100
XIII	European Fiction Part I	15	85	100
XIV	European Fiction Part II	15	85	100
XV	Literary Theory and Criticism	15	85	100
XVI	Teaching of English	15	85	100
XVII	Project / Essay		100	100
XVIII	Comprehensive Viva – Voce		100	100
		Total		1800

First Year M.A. Malayalam

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
I	Prachina Sahithyam	15	85	100
II	Madhyakala Sahithyam	15	85	100
III	Keralasamskaram	15	85	100
IV	Malayala Vyakaranam	15	85	100
V	Adhunika Sahithyam - Gadyam	15	85	100
VI	Adhunika Sahithyam - Padyam	15	85	100
VII	Sahitya Meemamsa - Pourasthyam	15	85	100
VIII	Sahitya Meemamsa - Paschathyam	15	85	100
		Total		800

Final Year M.A. Malayalam

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
IX	Samakalika Sahityam – Gadyam	15	85	100
X	Vivarthanam – Tatvavum Prayogavum	15	85	100
XI	Samskritham Paper I	15	85	100
XII	Malayala Vimarsanam	15	85	100
XIII	Samakalika Sahithyam - Padyam	15	85	100
XIV	Samskrutham Paper II	15	85	100
XV	Adhunika Bhasha Sastram	15	85	100
XVI	Bharatheeya Sahityam – Tharathamya patanam	15	85	100
XVII	Project / Essay		100	100
XVIII	Comprehensive Viva – Voce		100	100
		Total		1800

First Year M.A. HINDI

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
I	Ancient Poetry-Early & Riti Periods	15	85	100
II	Prose, Novel & Short Story	15	85	100
III	History of Hindi Literature: Early and Medieval Periods	15	85	100
IV	Literary Criticism: Indian and Western Literary thought	15	85	100
V	Medieval Poetry: Bhakti Period	15	85	100

VI	Linguistics & Hindi Language	15	85	100
VII	History of Hindi Literature: Modern Period	15	85	100
VIII	Functional Hindi	15	85	100
		Total		800

Final Year M.A. HINDI

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
IX	Modern Poetry up to Prayogvad	15	85	100
X	Prose: Essay & Other prose poems	15	85	100
XI	Indian Literature Elective Paper	15	85	100
XII	Translation: Theory & Practice	15	85	100
XIII	Modern Poetry: Since Prayogvad	15	85	100
XIV	Prose Drama and One Act Plays	15	85	100
XV	Special Author: Premchand	15	85	100
XVI	Elective Paper: Hindi Literature of South Indian Writers with special reference to Kerala	15	85	100
XVII	Project / Essay		100	100
XVIII	Comprehensive Viva – Voce		100	100
		Total		1800

First Year M.A. SANSKRIT

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
I	General Text of Early Period	15	85	100
II	History of Sanskrit Language – I	15	85	100
III	Grammar – I	15	85	100
IV	Literary Criticism I (Special Sahitya)	15	85	100
V	History of Sanskrit Literature	15	85	100
VI	History of Sanskrit Language	15	85	100
VII	Poetry and Drama	15	85	100
VIII	Literary Logic and Mahabhasya	15	85	100
		Total		800

Final Year M.A. SANSKRIT

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
IX	Literary Criticism – II (Special Sahitya)	15	85	100
X	Grammar - II	15	85	100
XI	Advaita Vedanta – I (Special Vedanta)	15	85	100
XII	Poetics (Special Sahitya)	15	85	100
XIII	Advaita Vedanta – II (Special Vedanta)	15	85	100
XIV	Advaita and Visistadvaita (Special Vedanta)	15	85	100
XV	Literary Theories – Eastern and Western (Special Sahitya)	15	85	100
XVI	Manuscriptology (Elective)	15	85	100
XVII	Project / Essay		100	100
XVIII	Comprehensive Viva – Voce		100	100
		Total		1800

First Year M.A. TAMIL

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
I	Modern Literature	15	85	100
II	Modern Literary Theories and Criticism	15	85	100
III	History of Tamil Literature	15	85	100
IV	History of South Indian Culture and Tamil Inscriptions	15	85	100
V	Medieval and Bhakthi Literature	15	85	100
VI	Prosody and Poetics	15	85	100
VII	Tolkappiyam – Ezhuthu	15	85	100
VIII	System of Indian Philosophy with special reference to Tamil	15	85	100
		Total		800

Final Year M.A. TAMIL

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
IX	The Study of Tamil Epics	15	85	100
X	Akampuram Theories of Tolkappiyam	15	85	100
XI	Tolkappiyam - Col	15	85	100

XII	Research methodology and Translation	15	85	100
XIII	Ancient Literature	15	85	100
XIV	General Linguistics and History of Tamil Language	15	85	100
XV	Study of Folklore	15	85	100
XVI	Comparative Literature with special Reference to Tamil and Malayalam	15	85	100
XVII	Project / Essay		100	100
XVIII	Comprehensive Viva – Voce		100	100
		Total		1800

First Year M.A. ARABIC

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
I	Functional Arabic	15	85	100
II	Classical Arabic Literature	15	85	100
III	Quranic and Hadith Literature	15	85	100
IV	Modern Arabic Poetry	15	85	100
V	Communicative Arabic	15	85	100
VI	Medieval Arabic Literature	15	85	100
VII	Arabic Literature In India	15	85	100
VIII	Linguistics, Rhetoric and Prosody	15	85	100
		Total		800

Final Year M.A. ARABIC

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
IX	Literary Theory and Criticism	15	85	100
X	Translation: Theory and Practice	15	85	100
XI	Drama and Fiction in Arabic	15	85	100
XII	Elective I	15	85	100
XIII	Contemporary Arab World	15	85	100
XIV	Arabic Journalism and Essay Writing	15	85	100
XV	Methodology of Arabic Education	15	85	100
XVI	Elective II	15	85	100
XVII	Dissertation/Essay		100	100
XVIII	Viva		100	100
		Total		1800

First Year M.A. Music

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
Theory Paper II	Evolution of Indian Music	15	85	100
Theory Paper II	Musical Trinity	15	85	100
Practical Paper I	Different Musical forms	15	85	100
Practical Paper II	Group Kritis and Chouka Kala Kritis	15	85	100
Theory Paper III	Music and Allied Disciplines	15	85	100
Theory Paper IV	Swathi Thirunal	15	85	100
Practical Paper III	Composition of Swathi Thirunal	15	85	100
Practical Paper IV	Compositions of Melas and its Janyas (A)	15	85	100
		Total		800

Final Year M.A. Music

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
Theory Paper V	Regional Music-Kerala and Tamilnadu	15	85	100
Theory Paper VI	Other composers	15	85	100
Practical Paper V	Composition in melas and Janyas (B)	15	85	100
Practical Paper VI	Composition in melas and Janyas (C)	15	85	100
Theory Paper VII	Musical forms and instruments	15	85	100
Theory Paper VIII	Western and Hindustani Music	15	85	100
Practical Paper VII	Pallavi	15	85	100
Practical Paper VIII	Vocal Concert	15	85	100
Presentation		15	85	100
Viva			80+20 Viva	100
		Total		1800

First Year M.Sc. mathematics

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
I	Linear Algebra	15	85	100
II	Real Analysis I	15	85	100
III	Differential Equation	15	85	100

IV	Topology	15	85	100
V	Algebra	15	85	100
VI	Real Analysis II	15	85	100
VII	Topology II	15	85	100
VIII	Computer Programming in C++	15	85	100
		Total		800

Final Year M.Sc. Mathematics

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
IX	Complex Analysis I	15	85	100
X	Functional Analysis I	15	85	100
XI	Elective-I Operations research	15	85	100
XII	Elective-II Analytic Number Theory	15	85	100
XIII	Complex Analysis II	15	85	100
XIV	Functional Analysis II	15	85	100
XV	Elective-III Representation Theory of finite Groups	15	85	100
XVI	Elective IV Numerical Analysis with Computer Application	15	85	100
XVII	Dissertation		100	100
XVIII	Comprehensive Viva – Voce		100	100
		Total		1800

First Year M.Com.

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
I	Management Concept and Thought	15	85	100
II	Financial Management	15	85	100
III	Planning and Development Administration	15	85	100
IV	Corporate Financial Accounting	15	85	100
V	Business Environment and Policy	15	85	100
VI	Research Methodology	15	85	100
VII	Strategic Management	15	85	100
VIII	MIS and Computer Application	15	85	100
		Total		800

Final Year M.Com.

Paper	Title of Paper	Maximum Marks		Total
		Continuous Assessment	Annual Assessment	
IX	Taxation Law and Accounts	15	85	100
X	Financial Markets and Services	15	85	100
XI	Corporate Governance	15	85	100
XII	Project Planning and Control	15	85	100
XIII	Management Optimization Techniques	15	85	100
XIV	Corporate Planning and Management	15	85	100
XV	Security Analysis and Portfolios Management	15	85	100
XVI	Accounting for Managerial Decisions	15	85	100
XVII	Essay		100	100
XVIII	Comprehensive Viva-Voce		100	100
		Total		1800

Eligibility for PG Programmes

M. A. History: Bachelor's Degree of Kerala University in the Faculty of Social Science, (History, Politics, Economics, Psychology, Islamic Studies, Sociology, Social Work) or a Bachelor's degree in English Language and Literature or any degree recognized as equivalent to a degree in Social Science. Science graduates are not eligible for admission.

M. A. Political Science: Bachelor's degree of Kerala University in History, Politics, Economics, Philosophy, Psychology, Anthropology, Journalism, Business Administration, Public Administration, Geography, Islamic Studies, Sociology, Social Work, Law or Commerce or a Bachelor's degree in English Language and Literature or any degree recognized as equivalent to the above. Science graduates with 50% marks in the main subject are eligible for admission.

M. A. English: Bachelor's degree of Kerala University with English Literature under Part III or as a Core Subject in a combination of subjects or Bachelor's degree in the Faculties of Arts, Science, Social Science, Oriental Studies and Fine Arts with not less than 3 papers with an aggregate maximum of at least 300 marks for compulsory English (Part I or Part II as the case may be)

M.A. Economics: Bachelor's degree of Kerala University in Economics, Mathematics or Statistics or any degree recognized as equivalent thereto. Science graduates in subjects other than Mathematics or Statistics are not eligible for admission.

M.A. Malayalam: Bachelor's degree of Kerala University with Malayalam Literature under Part III or B.A./B.Sc. degree with Malayalam under Part II with an aggregate maximum of at least 300 marks for Malayalam & any degree recognised as equivalent there to.

M.A. Hindi: Bachelor's degree with Hindi Literature under Part III or its equivalent. B.A./B.Sc. degree with Hindi under Part II with an aggregate maximum of at least 300 marks for Hindi .

M.A. Sociology: Bachelor's degree in any subject in the faculties of Arts, Science, Social Science, Commerce and law & B.Tech Degree or its equivalent. BCA degree recognized by University of

Kerala and B.F.Sc. degree of Kerala Agricultural University are also eligible for admission to the course. Bachelor's degree in Oriental faculties (Malayalam, Hindi, Sanskrit, Tamil, Arabic etc.) and in the faculty of Fine Arts are not eligible for admission.

M.A. Public Administration: Bachelor's degree in any discipline with 45% marks.

M.A. Sanskrit/Tamil/Arabic: Graduates with relevant languages under part III Main or as part II additional Languages (Except Commerce graduates). (50% in Part II for Arabic)

M.A. Music: Graduates with Music under Part III/Degree holders who are talented and interested in Music, who qualify in the aptitude test both in theory and practical conducted by the SDE (Rs. 200/- for aptitude test).

M.A. Islamic History: Any graduation, preference / weightage to be given to BA Islamic History.

M.A. Philosophy: A Bachelor's degree in any discipline.

M.Sc. Mathematics: Bachelor's degree of Kerala University or its equivalent in Mathematics or Statistics or B.Sc. (Vocational) degree with Mathematics as one of the main subjects with atleast 55% marks in the optional subject including subsidiary subjects. For SEBC students the minimum marks is 53% and for SC/ST students the minimum marks is 40%. Bonafide teachers in Kerala having a B.Sc. in Maths or Statistics and having one year teaching experience with 45% marks will be eligible.

M. Com: BBA, BBS, BBM& B.Com. degrees of Kerala University or the NDC Examination of All India Council for Technical Education or any other degree recognized as equivalent thereto. The liberalized Scheme of Calicut University is not recognized by University of Kerala.

N.B: Students who have qualified from the National open school New Delhi and the B.A./ B.Com. Degree of Calicut University under liberalized scheme are not eligible for admission to any of the above courses.

• **Date of Payment of Fee**

M.A./M.Com./M.Sc.

First Year	II Instalment on or before 30th December
Second Year	I Instalment within two weeks after the Previous Examination II Instalment on or before 30th December.

• **Special Rules Regarding Re-admission to the Second Year**

1. The last date for remitting the 1st instalment of tuition fees for the II year MA/M.Com/M.Sc. course without fine is two weeks after the previous exam. Students who fail to remit the Ist instalment within this date will not be normally enrolled to the II Year of the course even if they are eligible for promotion to the II year. However in exceptional cases, on satisfaction of special reasons the Director is empowered to enroll such candidates to the II year on payment of special fine.
2. Dues shall be calculated upto the date of discontinuance. A student who has failed to remit any tuition fee shall be removed from the rolls and no study materials will be sent to him from the date of such removal. Date of termination for this purpose is the date on which the tuition fee with a fine of Rs. 50/- falls due. A student who has been so removed is liable to pay all the fee upto the date of such removal and any document in the custody of the office including TC from this office shall not be issued unless such dues are cleared. A student who intimates, this office of his/her discontinuance on any date after the last date prescribed for remittance of tuition fees without fine will be deemed to have continued till the end of that term. However a student who has been removed is eligible for readmission as per rules.
3. Service shall be stopped on the date of discontinuance or removal.

4. A student who discontinues the course in the middle of an academic year may be readmitted to the same course in the same academic year on payment of readmission fee. A Student who discontinues and applies for readmission in a subsequent year will be readmitted in the beginning of the academic year. In the latter case the student has to remit dues of the previous year and the dues shall be calculated as in item No. 2 above.
5. Students who have remitted all dues in time (during the course period itself) but failed to register for University examination shall avail the chance for examination registration in subsequent years, if the Scheme / Syllabus is not changed.

- **Special Admission (Additional Degree)**

Those who already hold a Master degree in any subject are eligible for admission to any other PG Programmes, if they are otherwise eligible. They have to undergo two years study in the SDE and take the examination at the end of each year. They will not be considered for ranking.

Degree Certificates as issued to Regular PG Degree holders are issued to additional PG Degree holders. Facility for improvement of marks / class enjoyed by regular PG students were given to additional PG students also.

Candidates were permitted to take admission to additional PG Degree through affiliated colleges or Depts. in subjects that are not offered through SDE, if they are otherwise eligible for admission to PG Degree programmes in affiliated colleges is applicable for admission to additional PG through SDE w.e.f 2013 onwards..

- **Rules regarding calculation of dues**

All dues should be cleared before issuing or releasing any certificate from this office.

Only those students who have registered for First Year examination are eligible for promotion to the Second year of the Post Graduate Course.

Students who are eligible for promotion to the Second Year of the Course are requested to remit their First Instalment tuition fee well in advance of the last date. (The due date for remittance shall be intimated to the students). This will ensure early despatch of the first set of notes. Receipt of study materials by those who do not remit fee on time will not make a claim to continue their studies and remit the fees subsequently. Please do note that remittance of First Instalment tuition fee shall not be permitted after 30th December, the IInd Instalment due date.

- **Rules regarding Lower Registration rate**

In case of subjects the enrolments of which is below 25, the Tuition fee collected shall be 50% of the total tuition fee. Study materials and classes are not provided. The students have to remit all other fees as said in the prospectus.

- **Project Guidance**

The Director of SDE shall prescribe separate list of supervising teachers for each discipline on the recommendation of the Co-ordinators of the subject concerned in SDE. A candidate may select his supervising teacher from the above list.

- **Annual Assessment**

Annual assessment (I year & II year) will be conducted by the University.

- **Classification of Results**

Classification of the results of the programme will be done after the II year examination based on the total marks secured for both the years and shall be as follows:

- a. Not less than 40% but below 50% 3rd Class
- b. Not less than 50% but below 60% 2nd Class

- | | | |
|----|---------------|-------------|
| c. | 60% and above | 1st Class |
| d. | 80% and above | Distinction |

Candidates who pass all the papers in the 1st appearance within the minimum period prescribed for the programme shall be ranked on the basis of aggregate marks secured for all the papers.

• **Other Regulations**

Other rules applicable to students of the PG course under the Annual Examination Scheme and other rules framed by the University from time to time are applicable to the students of SDE.

MANAGEMENT PROGRAMMES

Bachelor of Business Administration (BBA)

1. Objective of the course

The impending need to hone and nature the inherent and latent managerial skills through a pedagogy which could evolve the student as a budding executive to benefit at the middle management level is the sole aim of this program. Further, the course is designed for those who are desirous to keep align with PG programs in management realm which is a prerequisite to pursue a career in Middle East Countries.

The course is designed as a Distance Learning Three Year Six Semester program.

2. Eligibility for admission

Candidate should have passed the pre-degree examination of the University of Kerala/ Higher Secondary/ VHSE/AISSCE/ISE examination with any subject or any examination accepted by the Academic Council as equivalent thereto with 45% aggregate marks. There is no upper age limit for the course.

3. Evaluation details

Evaluation details

Evaluation of each paper for the program shall be done in two parts viz, 1. Continuous Assessment (CA) and 2. Annual Assessment (AA). Each subject carries 100 marks. The distribution of marks shall be 25% and 75% for CA and AA respectively as shown in the scheme.

4. Pass Requirements

1. To prescribe the pass minimum as 40% marks for passing a Course with a separate minimum of 40% for Continuous Evaluation and End Semester
2. For the successful completion of the Programme and award of the Degree a student must pass all courses satisfying the minimum marks requirement and must score a 40% for the entire programme

5. Assignment

Topics of the Assignment for each semester will be published in the SDE website during the course of each semester with a predetermined submission date. The course coordinator will publish the consolidated mark list of CA before the commencement of University exam.

6. Guidance of the Project Work

The project shall be guided by a supervising teacher. The report of the project work submitted at the end of the 3rd year shall be valued by two examiners appointed by the University.

7. Scheme of Examination

The Scheme of Examination is as shown below

First Semester

Sl. No.	Subject Code	Course	Contact hrs. in the year	Maximum marks		
				CA	AA	Total
1	BBAD 101	English I-Listening speaking skills	15	25	75	100
2	BBAD 102	Environmental studies	15	25	75	100
3	BBAD 103	Principles of management	15	25	75	100
4	BBAD 104	Organisational behaviour	15	25	75	100
5	BBAD 105	Financial accounting	15	25	75	100
6	BBAD 106	Business statistics	15	25	75	100

Second Semester

Sl. No.	Subject Code	Course	Contact hrs. in the year	Maximum marks		
				CA	AA	Total
1	BBAD 201	English II-Writing and presentation skills	15	25	75	100
2	BBAD 202	E-Commerce	15	25	75	100
3	BBAD 203	Marketing Management	15	25	75	100
4	BBAD 204	Managerial economics	15	25	75	100
5	BBAD 205	Business law	15	25	75	100
6	BBAD 206	Cost accounting	15	25	75	100

Third Semester

Sl. No.	Subject Code	Course	Contact hrs. in the year	Maximum marks		
				CA	AA	Total
1	BBAD 301	Decision support system	15	25	75	100
2	BBAD 302	Company law	15	25	75	100
3	BBAD 303	Financial Management	15	25	75	100
4	BBAD 304	Services marketing	15	25	75	100
5	BBAD 305	Taxation	15	25	75	100

Fourth Semester

Sl. No.	Subject Code	Course	Contact hrs. in the year	Maximum marks		
				CA	AA	Total
1	BBAD 401	Entrepreneurship development	15	25	75	100
2	BBAD 402	Human resource management	15	25	75	100
3	BBAD 403	Capital market and investment management	15	25	75	100
4	BBAD 404	Business Planning	15	25	75	100
5	BBAD 405	Management accounting	15	25	75	100

Fifth Semester

Sl. No.	Subject Code	Course	Contact hrs. in the year	Maximum marks		
				CA	AA	Total
1	BBAD 501	Operations research	15	25	75	100
2	BBAD 502	Research methodology	15	25	75	100
3	BBAD 503	Retail management	15	25	75	100
4	BBAD 504	Operations management	15	25	75	100
5	BBAD 505	Project management	15	25	75	100

Sixth Semester

Sl. No.	Subject Code	Course	Contact hrs. in the year	Maximum marks		
				CA	AA	Total
1	BBAD 601	Financial services	15	25	75	100
2	BBAD 602	Export management	15	25	75	100
3	BBAD 603	Business policy and strategic management	15	25	75	100
4	BBAD 604	Soft skills development	15	25	75	100
5	BBAD 605	Project work and Viva	15	25	75	100

Fee Head	Qualified from			Centre Fee	Remarks
	Plus Two or QC From University other than Kerala or Calicut Rs.	Pre Degree or QC from Kerala University Rs.	Pre Degree or QC from Calicut University Rs.		
I Semester	2960	2360	2660	-	-
II Semester	2010	2010	2010	-	-
III Semester	2010	2010	2010	-	-
IV Semester	2010	2010	2010	-	-
V Semester	2010	2010	2010	-	-
VI Semester	2010	2010	2010	-	-

Fee Structure : General Fees

Affiliation Fee	:	Rs. 300/-
Admission Fee	:	Rs. 50/-
Examination Application Fee	:	Rs. Rs. 10/-
Recognition Fee	:	Rs. 300/-
Matriculation Fee	:	Rs. 100/-
Eligibility Fee	:	Rs. 200/-
Exemption Fee	:	Rs. 500/-
DDF	:	Rs. Rs. 100/-

Fee Structure : Tuition Fees

Program Duration	:	3 Years (Six Semester)
Total Tuition Fee Paid	:	Rs. 12000/-
I Semester-Tuition Fee	:	Rs. 2000/-
Total centre fee Paid	:	-/-

MBA, MHRM, PGDHRM, PGDMM, PGDTTM, PGDEPMA

Master of Business Administration (M.B.A)

The University through the School of Distance Education offers graduate and post graduate courses in frontier areas like Management, Information Technology and Computer Science. The Objective of the School of Distance Education is to serve the educational needs of all types of students which include self employed people, professionals, teachers, small entrepreneurs and persons employed in business firms. With the objective to offer highest quality education in management with minimum cost, the Institute is now offering a two year post graduate course in Business Administration.

This course is designed to be offered as a Distance Learning Four Semester Two year Programme through the School of Distance Education.

Eligibility for Admission

Candidates seeking admission to the MBA course shall be required to have passed a Bachelor' Degree/P.G Degree Examination in any discipline conducted by the University of Kerala or any other examinations recognized as equivalent thereto of any Indian or Foreign University and to have obtained a minimum of 50% marks in aggregate.

Candidates who possess full time working experience in an administrative capacity in Government, University or in any Industrial/Commercial or Non profit Organization or in recognized teaching profession shall be allowed a reduction of 3% marks for every one year of completed service subject to a maximum of 10% marks.

Relaxation of 2% marks for SEBC & OEC Categories and SC/ST candidates need pass minimum at the qualifying examination.

Admission Procedure

Admission to the MBA programme through SDE is made on the basis of an Entrance Test to be conducted by University Of Kerala in each year at various districts. The Entrance Test is for 2 hrs. duration at convenient centre or centres decided by the SDE.

There is no upper age limit for admission to the MBA Degree Programme through the School of Distance Education.

Documents to be produced for appearing for the Entrance Test

The following documents are to be enclosed with the application form.

1. Certified photocopy of Certificate/Marklist of the qualifying examination and Transfer Certificate.
2. Identity card with the name and address of the applicant duly filled and signed in.
3. DD / PIS for Rs. 200/- towards fee for Entrance Exam.

Contact Centres/Counselling Centres

The students of MBA programme can enroll directly through SDE or through SDE approved LSC's listed in the website.

Evaluation Details

Evaluation of each paper for the programmes shall be done in two parts, viz., 1. Continuous Assessment (CA) and 2. Annual Assessment (AA). Each core/Elective paper carries 100 marks. The distribution of marks shall be 25% and 75% for CA and AA respectively as shown in the scheme.

Continuous Assessment (CA)

There shall be three components for continuous assessment, viz (a) Attendance (b) Assignment and (c) Seminar/Discussion/Test paper. The allocation of marks for each component will be as follows:

a)	Attendance	10 marks
b)	Assignment	15 marks
	Total	25 marks

There is no continuous assessment for project work

Those who secure a minimum of 75% attendance in the aggregate for all the contact classes conducted in a year shall only be allowed to register for the annual examination. However, a candidate who fails to get the minimum attendance as aforesaid shall also be permitted to register for the annual examination on request together with the required fees of Rs. 500/- for exemption prescribed by the University but no marks for attendance will be given.

Assignment, Seminar/Discussion/Test paper

Topics for Assignments will be published in the website. The Co-ordinator of MBA programme will publish the internal marks in the website one month before the commencement of University examinations. The complaints regarding the award of marks for the various components of CA, if any, have to be submitted to the Course Co-ordinator in the SDE within 2 weeks from the date of display of mark list.

Guidance of the Project Work

The Project work shall be guided by a supervising teacher. A candidate may select his supervising teacher from the prescribed list notified by the University. The report of the project work submitted at the end of the 2nd year shall be valued by two examiners appointed by the University.

Annual Assessment (AA)

Annual Assessment at the end of second and fourth semesters shall be conducted by the University and evaluated under the double valuation system, applicable to the Post-Graduate examinations.

Pass requirements

The minimum marks required for a pass is 50% in each Subject. A Candidate who fails to secure the aforesaid minimum marks for a paper/papers need to re-appear for that paper/papers only in the subsequent examination. Cancellation of any examination taken by a student will not be permitted.

Explanation: Paper here includes Project Work including project work based viva and comprehensive viva.

A candidate who passes all the papers of each semester shall be declared to have passed the examination of that semester.

Classification of Results

Classification of the results of the programme shall be done after the Fourth Semester examination and is based on the total marks secured for all the Semesters. The classification shall be as under.

- Not less than 50% aggregate but below 60% IIInd class
- Not less than 60% and above -1st class
- Not less than 80% and above - 1st class with distinction
(Provided the student passes all the papers in one attempt)

Candidates who pass all the papers in the first appearance within the minimum period prescribed for the programmes shall be ranked on the basis of aggregate marks secured for all papers.

Promotion

Candidates who register for the Semester Examination alone shall be promoted to the next Semester of the course.

Other Regulations:

All other rules applicable to students of the P.G course under the annual examination scheme and other rules framed by the University from time to time are applicable to the students of the SDE. All admissions are provisional till the verification of the original certificates. The Director reserves the right to cancel the provisional admissions of any student who fails to submit the required documents/fees within the stipulated time.

Master of Human Resource Management (MHRM)

1. Introduction

Human Resource Management is one of the fast developing areas in professional management. The MHRM course is designed as a high level job oriented one. The Programme is useful to those who are already employed in the Personal Administrative or other functional areas of different organizations for their career advancement.

2. Object of MHRM

The most important objective of the course is to develop and train sufficient numbers of trained personnel in human resource management. The course is designed to expose the students to the problems and techniques of management with specialization in human resource management.

3. Eligibility for Admission

Candidates having Bachelors Degree in any discipline from the University of Kerala or from any other University recognized by the University of Kerala with not less than 40% marks in aggregate for part III ie., (Main and subsidiary) are eligible to apply for the course. There will not be any restrictions regarding age.

4. Scheme and Syllabus

First Year MHRM

Core Papers	Title of the Paper	Total Exam Marks	Internal Evaluation Assignments	Total Marks
I	Principles of Management	75	25	100
II	Human Resource Management-I	75	25	100
III	Organizational Behaviour	75	25	100
IV	Research Methodology and Quantitative Methods	75	25	100
V	Industrial Engineering	75	25	100
VI	Labour and Managerial Economics	75	25	100
	Total	450	150	600

Second Year MHRM

Core Papers	Title of the Paper	Total Exam Marks	Internal Evaluation Assignments	Total Marks
I	Human Resource Management II	75	25	100
II	Human Resource Development	75	25	100
III	Industrial Sociology	75	25	100
IV	Industrial Relations	75	25	100
V	Labour Legislation	75	25	100
VI	Project Report	-	-	100
VII	Viva-Voce (comprehensive)	-	-	100
	Total	375	125	700
	Grand Total			1300

Each paper shall carry a maximum of 100 marks, out of which 75 marks will be for University Examination and 25 marks for Internal evaluation. Each student will be required to submit 5 assignments carrying 5 marks for each assignment. Project Report and comprehensive Viva-voce Examination shall carry 100 marks each.

A student will have to score not less than 50% of marks for Internal and external examinations put together to pass a paper and an aggregate 50% marks for all papers put together for a pass in the examinations. The division of marks will be based on the aggregate marks of all the Internal and external (University) examinations, for all the papers, project and viva-voce examination put together.

5. Graduation

Candidates who secure 50% marks and above but below 60% of total marks for all papers shall be declared to have passed in Second class. Candidates who obtain 60% marks and above shall be declared to have passed in first class. Those who secure less than 50% in aggregate shall be considered failed. The failed candidates have to appear for the failed paper only. Failed candidate will be given five years from the date of admission to pass the examination without any restriction in number of chances.

PGDHRM (Post Graduate Diploma in Human Resource Management)**Eligibility for PGD HRM, PGD MM, PGD TTM & PGD EPMA**

Graduation in any discipline from the University of Kerala or from any other Universities approved as equivalent by the University of Kerala. Students who have qualified from National open school, New Delhi and the BA/B.Com Degree of the Calicut University under liberalized school are not eligible for admission.

Course objective

To create middle level professionals with adequate theoretical and practical exposure.

Conduct of the Programme

The students enrolled to the programme at SDE shall be supplied with notes for all papers. In addition to this contact classes shall be arranged for not less than 15 days. Attendance in contact programme is compulsory. However exemptions shall be granted in exceptional cases by assessing the competence through assignments.

Duration of the Course is One Year and Medium of Instruction is English.

Part I	Core Courses - 4 Papers	Total Mark
Paper I	Human resource Management	100
Paper II	Industrial Relations	100
Paper III	Organizational Behaviour	100
Paper IV	Labour Legislation	100

Part II	Optional 1 Paper	Total Mark
Paper I	Principles of Business Management	100

PGDMM (Post Graduate Diploma in Marketing Management)

Part I	Core Courses - 4 Papers	Total Mark
Paper I	Marketing management	100
Paper II	Marketing Research	100
Paper III	Advertising management	100
Paper IV	International Marketing	100

Part II	Optional 1 Paper	Total Mark
Paper I	Principles of Business Management	100

PGDTTM (Post Graduate Diploma in Travel and Tourism Management)

Subjects of Study and Maximum Marks

Part I	Core Courses	External Evaluation	Internal Assessment	Total
Paper I	Tourism Management Principles and practices	85	15	100
Paper II	Travel Agencies and Tour Operations	85	15	100
Paper III	Tourism Products and Marketing	85	15	100
Paper IV	Financial Management	85	15	100
Paper V	Executive Communication	85	15	100
Paper VI	Project Report	100	-	100

Scheme of Evaluation (PGDTTM)

Each paper carries 100 marks, of which 15 marks shall be awarded for internal assessment/continuous assessment (Assignment). External evaluation is conducted for each paper carrying 85 marks at the end of the programme. Only candidates securing not less than 50% marks in continuous assessment shall be allowed to appear for the external evaluation.

Assignment

The students shall be assigned topics or questions carrying 15 marks for each paper. Attendance, class performance and assignments will be treated as continuous Assessment. The students shall submit the completed assignment to the Co-ordinator within the period stipulated by the Director, SDE. Assignment guidelines and topics will be sent to the candidates separately.

Grading

Continuous assessment and external evaluation marks shall be consolidated for the gradation of the result.

60% marks and above	I Class
50% marks and above	II Class
40% marks and above	III Class

Candidates securing less than 40 marks shall be graded as failed candidates. A Candidate should secure 40% marks individually/separately for each paper. A candidate who fails in the examination need only appear for the paper or papers in which he/she has secured less than 40% marks.

PGDEPMA (Post Graduate Diploma in Educational Planning Management and Administration)

The need for instituting a Post-Graduate Diploma in Educational Planning Management and Administration arise from the following considerations.

1. There is increasing demand from officers in service to undergo academic programme offered by the Universities in Educational Planning and Management.
2. Providing technical support to the educational planners/managers/administrators/implementers in educational planning and management.
3. Satisfying the educational needs of officers in service through continuing education system.

Scheme of PGDEPMA

Part A

	Core Papers	Maximum Marks		Total
		Written Uty. Exam	Internal Assessment	
Paper I	Educational Planning & Development	80	20	100
Paper II	Educational Management and Administration	80	20	100
Paper III	Total quality Management in Education	80	20	100
Paper IV	Financial Administration	80	20	100
Paper V	Organizational behaviour	80	20	100
<i>Part B Optional paper (offer any one)</i>				
Paper VI A	Management of Higher Education	80	20	100
Paper VI B	Management of School Education			
	Total Marks	480	120	600

Assignment and Examination

Part A: Core Papers – Five Papers/Part B: one optional paper. University written Examination: 80 marks per paper. Each paper will have a duration of three hours (80x6) = 480 marks. Internal assignments 20 marks per paper (20x6) = 120 marks.

The candidates will have to submit four assignments (internal valuation) for one paper. (Five marks for one assignment 5x4 = 20 marks). The assignments for evaluation must be sent to the Director, Centre for Adult Continuing Education & Extension, University of Kerala Students Centre Campus, Thiruvananthapuram, PIN 695 033 (Telephone 0471-2302523).

If the assignments are not submitted within the prescribed time limit the candidate will lose his/ her marks for the assignments. (Details related to assignments will be given in the course material)

Classification

Those who secure not less than 60% in the aggregate of all papers together shall be placed in first class. Those who obtain less than 60% but not less than 50% are placed in the second class, and those who obtain less than 50% but not less than 40% in the aggregate are placed in the Third Class.

LIBRARY AND INFORMATION SCIENCE PROGRAMME

BLISc & MLISc

BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLISc)

Objectives

The objectives of the Bachelor's Degree in Library and Information Science (BLISc) 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 set up; and
- iii. to give training to the students in the techniques and routines of modern library management.

DURATION : One Year

Eligibility For Admission

The minimum qualification for admission to the course is a bachelor's degree of the University of Kerala with not less than 40% marks, or a degree of any other University recognized as equivalent thereto with not less than 40% marks. Candidates belonging to scheduled caste scheduled tribes and other backward communities will be eligible for concession of 5% and 3% respectively.

Examination, Registration and Pass requirement

1. No Candidate will be allowed to register for the Examination unless he/she has attended 75% of the contact classes/seminars.
2. The minimum marks for pass (third class) shall be 40% Second class 50%, First class 60% and Distinction 80%.

Candidate will be presented for the whole examination in the first instance, but they may appear for any paper in subsequent attempts within three academic years.

Overview of the Programme:

Core Papers	Maximum Marks		
	Written Uty. Exam	Internal Assessment	Total
1. Library and Society	75	25	100
2. Library Management	75	25	100
3. Information Sources, Services and Systems	75	25	100
4. Information Technology (Theory)	75	25	100
5. Information Technology (Practical)	75	25	100
6. Library Classification and Cataloguing (Theory)	75	25	100
7. Library Classification (Practical)	75	25	100
8. Library Catalogue (Practical)	75	25	100
Total		800	

MASTER OF LIBRARY & INFORMATION SCIENCE (MLISc)

Objectives

The main Objectives of this course are:

- 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 systems.
- 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.

M.L.I.Sc. (One Year) Scheme

Paper No.	Title of the Papers	Maximum Marks		Total
		Written Uty. Exam	Internal Assessment	
1	Information, Knowledge and Communication	75	25	100
2	Information Processing and Retrieval (Theory)	75	25	100
3	Information Technology (Theory)	75	25	100
4	Information Technology (Practical)	75	25	100
5	Information Systems and Services	75	25	100
6	Information Systems Management*	75	25	100
7	Research Methodology	75	25	100
8	Technical Communication	75	25	100
9	Statistical Methods	75	25	100
10	Dissertation Viva-voce	75	25	100
	Total	750	250	1000

*For this course each candidate has to choose any one of the following options.

1. Science Information System
2. Academic Library System

Admission Requirements

The minimum qualification for admission to the course is a Bachelor's degree in Library and Information Science of the University of Kerala, or a degree of any other university recognized as equivalent thereto.

Attendance

No candidate will be eligible for registration to the M.L.I.Sc examination unless he/she has attended 75% of the contact classes/practicals/ seminars.

Assessment and Evaluation

25 marks set apart for internal assessment for each paper are awarded by concerned course instructor and are apportioned as 5 for attendance, 10 for test papers and assignments and 10 marks for Seminar presentation. 75 marks set apart for dissertation and 25 marks for viva-voce.

The terminal examination in each paper is of three hours duration and carries 75 marks. The minimum pass marks for a paper is 40%. On successful completion of the course a candidate will be declared to have passed in the following categories.

Distinction	80% and above
I Class	Between 60% and 79%
II Class	Between 50% and 59%
III Class	Between 40% and 49%

Dissertation & Viva – voce

The students have to work on a topic applying appropriate research techniques and prepare a dissertation. Approximate size of the dissertation shall be 100 typed pages in A4 size paper. The Students should appear for a viva voce. The Viva-voce examination is based on the dissertation.

IT PROGRAMMES

B. Sc. Computer Science	Bachelor of Science in Computer Science
BCA	Bachelor of Computer Applications
B.Com CA	B. Com Accounting & Computer Applications
PGDCA	Post Graduate Diploma in Computer Applications
M.Sc. Computer Science	Master of Science in Computer Science

Bachelor Degree in Computer Science (B. Sc. Computer Science)

The objective of the B.Sc. Programme in Computer Science is to produce graduates who have a broad understanding of Computer Science with particular emphasis on software development. This course is designed around conventional and electronic media that will meet this goal and which is well suited for distance study. This Programme prepares the students for positions in industry applications, development and research.

Bachelor of Computer Applications (B.C.A.)

The B.C.A. Programme is designed for students interested in acquiring a broad knowledge of Computer applications as they are used in the modern organizational setting. Programme instruction is provided through text and electronic media.

Personal Contact Programme

For Degree Courses, contact classes are held for about 30 hours for each paper per year on holidays at various study centres previously fixed. This provides opportunity for the students to interact with their teachers and peers.

Study Materials

Study materials are prepared by the teachers and by experts in the field and are despatched to the students promptly at regular intervals, through respective study centres.

Computer Laboratory

Computer Laboratory facilities for practicals will be provided through the study centres* listed elsewhere in the prospectus.

Contact Class and Lab work

Contact classes and lab work will be arranged at the Study Centres of the University. The University will provide 40 hours of lab work each year at the Study Centres.

Evaluation Details - Internal (two assignments each year for theory and one for Lab)
External (Annual Examination)

Examination - Examination will be conducted by the University.

Regulation and Scheme and Syllabus for B.Sc. (Computer Science), B.C.A. (Bachelor of Computer Applications) Offered under the Distance Education Programme of University of Kerala

DURATION :

The duration of the courses is three years with University Examination at the end of each year.

Eligibility

i. A pass in Pre-Degree examination of the University of Kerala, or any other examination recognized as equivalent thereto.

OR

ii. Any degree of the University of Kerala or equivalent.

OR

iii. Diploma holders in Engineering subjects approved by the Director of Technical Education, Government of Kerala, Diploma being obtained after a study of 3 years Programme in Polytechnic.

DURATION :

The duration of the course is three years with University examination conducted at the end of each year as per the scheme included in this document.

Pass requirements

1. A candidate shall be declared to have passed the annual examination in full if he/she secures a minimum of 40% marks in each written examination and not less than 50% marks in each written (University) plus sessional marks put together and a minimum of 50% mark for each practical / case study / Project work.
2. If a student fails in one or more subjects, he / she needs to reappear in only those subjects. The rules for the supplementary examination will be same as that of the existing regulations.
3. Aggregate mark secured in all theory, practicals, case study and project works will be considered for the final classification. Maximum aggregate mark is 3000.
4. Candidates securing 75% and above in aggregate, passing all subjects without a failure in all the three years will be declared to have passed in first class with distinction.
5. Candidates securing 60% and above in aggregate of all subjects will be declared to have passed in first class.
6. All other successful candidates will be declared to have passed in second class.
7. Contact programmes in approved study centre will be arranged. A minimum of 75% attendance in contact classes is compulsory.

8. A candidate has to discontinue the course of he/she does not pass all the subjects in the examinations held within six years after enrolment.
9. Promotion to second year will be granted to those students who register for the first year examination at the end of the first year.
10. Promotion to third year will be granted to those students who register for the second year examination at the end of the second year.

Sessional Marks

Sessional marks are awarded based on two tests , two assignments and attendance

Attendance (minimum 75%)	20%
Assignment (minimum 2)	40%
Test (Minimum 2)	40%

SCHEME OF BCA (3 Year Annual Scheme)

First Year

Code	Subject	Internal	External	Total
13.101	Technical Communication	50	100	150
13.102	Discrete Mathematics	50	100	150
13.103	Digital Electronics	50	100	150
13.104	Programming in C	50	100	150
13.105	Computer Organization	50	100	150
13.106	Principles of Accounting and Management	50	100	150
13.107	Programming Laboratory - 1		100	100
Total				1000

Second Year

Code	Subject	Internal	External	Total
13.201	Data Structures	50	100	150
13.202	Operating System	50	100	150
13.203	Object Oriented Programming	50	100	150
13.204	Data Base Management Systems	50	100	150
13.205	Visual Tools	50	100	150
13.206	Database Laboratory		100	100
13.207	Programming Laboratory - II		100	100
13.208	Case Study		50	50
Total				1000

Third Year

Code	Subject	Internal	External	Total
13.301	Software Engineering	50	100	150
13.302	Internet and Web Applications	50	100	150
13.303	Computer Graphics and Multimedia	50	100	150
13.304	Computer Networks	50	100	150
13.305	Elective	50	100	150
13.306	Computer Graphics Laboratory		100	100
13.307	Major Project		150	150
Total				1000

List of Electives

13.305.	1	Programming in Java
13.305.	2	System analysis and Design
13.305.	3	Data Mining and Warehousing
13.305.	4	Business Informatics and E - Commerce

Scheme of BSc Computer Science (3 Year Annual Scheme)**First Year**

Code	Subject	Internal	External	Total
13.101	Technical Communication	50	100	150
13.102	Discrete Mathematics	50	100	150
13.103	Digital Electronics	50	100	150
13.104	Programming in C	50	100	150
13.105	Computer Organization	50	100	150
13.106	Principles of Accounting and Management	50	100	150
13.107	Programming Laboratory-I		100	100
Total				1000

Second Year

Code	Subject	Internal	External	Total
13.201	Data Structures	50	100	150
13.202	Operating System	50	100	150
13.203	Object Oriented Programming	50	100	150
13.204	Data Base Management Systems	50	100	150
13.205	System Analysis and Design	50	100	150
13.206	Database Laboratory		100	100

13.207	Programming laboratory - II	100	100
13.208	Case Study	50	50
Total		1000	

Third Year

Code	Subject	Internal	External	Total
13.301	Software Engineering	50	100	150
13.302	Internet and Web Applications	50	100	150
13.303	Computer Graphics and Multimedia	50	100	150
13.304	Computer Networks	50	100	150
13.305	Elective	50	100	150
13.306	Computer Graphics Laboratory		100	100
13.307	Major Project		150	150
Total				1000

List of Electives

- 13.305.1 Programming in Java
- 13.305.2 Artificial Intelligence
- 13.305.3 Algorithm Analysis and Design
- 13.305.4 Business Informatics and E-Commerce

B. Com. (Accounting & Computer Applications) Degree

1. Scheme

This course is designed to be offered as a Distance Learning Programme through the IDE in collaboration with the UIT centres of the University, selected affiliated colleges and other leading industrial and academic institutions approved as study Centres by the University. It is designed under the three main system so that a successful candidate can go for higher studies in any one of the main subjects.

2. Course Objective

The objective of the course is to provide the students a basic knowledge of commercial subjects, a thorough understanding of accounting principles and practices and practical knowledge of computer applications in the business field.

3. Eligibility for admission

A pass in the pre-degree examination of the University of Kerala or its equivalent.

4. Course content

The course of study shall comprise the study of subjects under three main groups:

- Group A - Commerce
- Group B - Accounting
- Group C - Computer Applications

5. Course duration

The course is a three year degree programme with annual examinations of 3 hour duration at the end of each year.

The subjects to be studied during the first, second and third years of the course shall be as follows.

Scheme of papers for B. Com. (Accounting and Computer Applications)

Year	Subject Code	Title of paper	Exam duration (hrs)		Marks		
			W	P	W	P	Total
I	A1	Principles of Business Decision	3	-	100	-	100
	A2	Business Management	3	-	100	-	100
	B1	Business Statistics	3	-	100	-	100
	B2	Accounting	3	-	100	-	100
	C1	Introduction to Computers	3	2	75	25	100
	C2	Elementary Database Management Systems	3	2	75	25	100
II	A3	Capital Market	3	-	100	-	100
	A4	Commercial Law	3	-	100	-	100
	B3	Advanced Accounting	3	-	100	-	100
	B4	Costing Methods and Techniques	3	-	100	-	100
	C3	Programming Fundamentals and C	3	2	75	25	100
	C4	Internet Technology and Web Applications	3	2	75	25	100
III	A5	Principles of Marketing	3	-	100	-	100
	A6	Banking Law and Practice	3	-	100	-	100
	B5	Higher Accounting	3	-	100	-	100
	B6	Auditing	3	-	100	-	100
	C5	Computerised Accounting	3	2	75	25	100
	C6	E-Commerce Technology and Applications	3	2	75	25	100
		Total Marks			1650	150	1800

W = Written P = Practical

6. Pass minimum

No candidates shall be declared eligible for the Degree of Bachelor of Commerce unless he/she has completed the course of studies prescribed and passed the examination in all the subjects under the three groups.

A candidate is declared to have passed a subject, if he obtains not less than 35% of the marks prescribed for that paper.

7. Classification of successful candidates

Successful candidates who obtain not less than 60% of marks in the aggregate shall be placed in the first class.

Successful candidates obtain less than 60% and not less than 50% of marks in the aggregate shall be placed in the second class.

The other successful candidates obtaining less than 50% of marks in the aggregate shall be placed in the third class.

Candidates who pass any subject in more than two attempts shall not be classified according to the above provisions.

8. Registration for Examination

A candidate for the First year, Second year or Third year B. Com Degree examinations shall be required to register himself for the whole examination at his first appearance.

A candidate who has not registered for the first year examination shall not be permitted to continue the course of study in the second year. A candidate who has not registered for the second year examination shall not be permitted to continue the course of study in the third year.

9. Improvement

A candidate who has appeared for the first year B. Com. Degree examination at the end of the first year of the course will be allowed to appear again for the examination with the second year examination with a view to improving the results of the first year examination.

A candidate who has appeared for the Second year B. Com. Degree examination will be allowed to appear again for the examination of the Second year along with third year examination with a view to improving the results.

When a candidate re-appears for a paper/papers of a First year/Second year B. Com degree examination the higher marks scored by him will be taken into account for declaring his results.

A candidate who fails to secure the required pass minimum in any paper/papers shall be permitted to take the examination in that paper/papers in the following supplementary examination and / or along with the subsequent regular examination.

10. Contact Classes and Lab work

Contact Classes and Lab work will be arranged at the study Centres of the University. 20 hours of lab work each year at the Study Centres will be provided.

Post graduate Diploma in Computer Applications (PGDCA)

The goal of this programme is to help the graduate of all disciplines to obtain a broad understanding of Computer Science with a particular emphasis on software development. This course is defined around text and electronic media that will meet this goal and which is well suited for distance study. This programme prepares the students for positions in industry applications and development.

Scheme of Post Graduate Diploma in Computer Applications (PGDCA) (18 months)**First Year (part I):Duration 12 months**

Sl. No.	Code	Subject	Duration of Exam.	Marks		Total
				Assign-ment	University Exam	
1	DCA 11	Introduction to Computer Organization	3 hrs.	20	80	100
2	DCA 12	System Software & Operating System	3 hrs.	20	80	100
3	DCA 13	Structured Programming through COBOL	3 hrs.	20	80	100
4	DCA 14	Data Base Management System	3 hrs.	20	80	100
5	DCA 15	Introduction to Programming through 'C'	3 hrs.	20	80	100
6	DCA 16	Software Lab I	3 hrs.	20	80	100
7	DCA 21	System Analysis & Design	3 hrs.	20	80	100
8	DCA 23	Data Structure & Algorithms through 'C'	3 hrs.	20	80	100
		Total Marks		160	640	800

Second Year (Part II): Duration 6 months

1	DCA 22	Business Data Processing & MIS	3 hrs.	20	80	100
2	DCA 24	OOPS Programming Using C++	3 hrs.	20	80	100
3	DCA 25	Principles Data Communication	3 hrs.	20	80	100
4	DCA 26	Graphics & Multimedia concepts	3 hrs.	20	80	100
5	DCA 31	Project and Viva Voce			200	200 (150+50)
6	DCA 32	Software lab2			100	100
		Total Marks		80	620	700
		Grand Total				1500

Duration: 18 months including project work

Detailed Syllabus: Same syllabus as that of the regular PGDCA programme.

1. Each theory paper should have a minimum of 15 hours of contact classes.
2. A minimum of 50 hours of Lab work (contact hours) in part I and 50 hours of lab work in part II to be provided.
3. A minimum of two assignments be given to the students in each theory paper. One assignment 10 marks. The centre may have to arrange for evaluation of assignments and return of the papers in systematic way.
4. University examination in each theory paper carries 80 marks. In the case of DCA 16-PC software, 20 marks is allotted for 2 Lab assignments and 80 marks for the University Exam (Lab).

5. Distribution of marks in the case of project work: 150 marks for project assessment. Two experts will assess the project work. Each examiner shall award a maximum of 75 marks and the total marks awarded by the two examiners shall be added up to award the marks out of 150.
6. A Viva – Voce exam shall be conducted and the max. mark for Viva-Voce exam is 50.
7. Classification of results: Same rules as that of regular PGDCA programme.
8. Rules for attendance: as per the Distance Education Programme norms.

Eligibility

A Bachelors Degree in any discipline.

Personal contact Programme

For the PGDCA course, contact classes are held for about 30 days on holidays at various study centres previously fixed. This provides opportunity for students to meet their teachers and discuss with them.

Computer Laboratory

Laboratory work will be provided through study centres* as per the scheme given above.

M.Sc. Computer Science

The objective of the M Sc programme in Computer Science is to produce knowledgeable postgraduates who have a broad understanding of Computer Science with particular emphasis on software development. The course is designed around conventional and electronic media that will meet this goal and which is well suited for distance study. This programme prepares the students for positions in industry applications, development and research.

Eligibility

Candidate having one of the following qualifications are eligible for admission to the M.Sc. Programme.

1. A Bachelor's Degree in Computer Science / Electronics / Computer application
2. A Bachelors Degree with Mathematics / Statistics / Computer Science / Computer application at subsidiary level.
3. A Bachelor's Degree in Science/ Commerce / Economics / Management and a Post Graduate Diploma in Computer Application from a University or Recognised Institution. (State Board of Technical Education, LBS, IHRD, ER & DCI, C-DAC)
4. A Bachelor's Degree in Engineering.
5. A Bachelor's Degree in Mathematics with Computer Science/Computer Application at the Main or Subsidiary level.
6. B. Sc. Degree with mathematics as auxiliary Subject Chemistry as Core Subject and Industrial Chemistry as Vocational Subject.

Scheme of M.Sc. Computer Science (Two Year Semester Scheme)

Paper	Subject	Internal	External	Total
First Semester				
1.1	Mathematical foundations of Information Technology	20	80	100
1.2	Fundamental programming	20	80	100
1.3	System Architecture	20	80	100
1.4	Microprocessor Architecture and programming	20	80	100
1.5	Data management and file system	20	80	100
1.6	Case study - I	20	80	100
1.7	Practical (Software) - I	20	80	100
	Total			700
Second Semester				
2.1	Operation Research	20	80	100
2.2	Operating Systems	20	80	100
2.3	Object Oriented Programming & Java	20	80	100
2.4	Database Management Systems	20	80	100
2.5	Computer Networks and Data communication	20	80	100
2.6	Case study – II	20	80	100
2.7	Practical (Software) – II	20	80	100
	Total			700
Third Semester (Specialization in Networking)				
3.1	Information Systems: Analysis and Design	20	80	100
3.2	Object Oriented Analysis and Design	20	80	100
3.3	Internet Programming and Web Design	20	80	100
3.4	Distributed and parallel computing	20	80	100
3.5	Advanced Artificial Intelligence	20	80	100
3.6	Case study –III (Agent Technology and web)	20	80	100
3.7	Practical (Software) – III	20	80	100
	Total			700
Fourth Semester				
4.1	Project Work (Five months project work in Research & Development Institutions, Industries approved by the competent authority. OR			100

	Two Web based course, approved by the competent authority. The course will be audited electronically.			
4.2	Hardware training (Systems Architecture and Trouble shooting, networking) 3 months hand on training including field work in industries like KELTRON/CISCO/MICROSOFT or similar firms approved by competent authorities			

NB: Additional expenses for project/ Hardware Training will have to be met by candidate

	Total			100
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Classification of Results

Classification of the result of the programme shall be done after the fourth semester examination based of the total marks secured for all the semester examination and shall be as follows:

- a. Not less than 40% but below 50% 3rd class
- b. Not less than 50% but below 60 % 2nd class
- c. 60 % and above 1st class
- d. 80% and above Distinction

Other Regulations

Other rules applicable to the students of the PG course under the Annual Examination scheme and other rules framed by the University from time to time are applicable to the students of the Institute of Distance Education.

All admissions are provisional till the verification of the original certificates. The Director reserves the right to cancel the provisional admission of any student who fails to submit the required documents / fees within the stipulated time.

Contact classes and Lab work

Contact classes and lab work will be arranged at the study centers of the University. The study centre will provide 30 hours of contact class for each theory paper and 40 hours of lab work for each semester at the Study Centers. Computer Laboratory facilities for practical will be provided through the study centers listed else where in the prospectus.

Evaluation Details

Internal : 2 Tests for 10 marks and 2 assignments for 10 marks (Total 20 marks)

External : University Examination (80 marks) will be conducted by the University.

HEALTH SCIENCE PROGRAMMES

MHSc	Master of Health Science in Clinical Child Development
MSc CND	Master of Science in Clinical Nutrition and Dietetics
MHA	Master of Hospital Administration
PGD HHA	Post Graduate Diploma in Health and Hospital Administration
PGD – AP	Post Graduate Diploma in Adolescent Paediatrics
PGD – CAFC	Post Graduate Diploma in Child Adolescent and Family Counseling
PGD – DN	Post Graduate Diploma in Developmental Neurology
PGD – BT	Post Graduate Diploma in Beauty Therapy.
PGD HSR	Post Graduate Diploma in Health Science Research.

M.H.Sc CCD

Master of Health Science in Clinical Child Development

The University conducts distance education courses in Health Science at Post Graduate level in collaboration with Child Development Centre (CDC), Medical college, Thiruvananthapuram.

CHILD DEVELOPMENT CENTER (CDC)

Child Development Centre is an autonomous centre of Government of Kerala started with the intention of developing the centre as a Centre of Excellence in Early Child Care & Education, Developmental Paediatrics, Adolescent Care, Pre marital counseling, Woman's Welfare and other related fields. The major activities envisaged are at-risk baby follow up programmes, neuro developmental evaluation, Neuro developmental therapy services, pre-school activities, adolescent clinics, advanced research activities, teaching and training programmes. The major objectives of the centre is to organize and conduct undergraduate post graduate, doctoral and post doctoral training for medical and non medical personal in specialties of human development.

Master of Health Science in Clinical Child Development M.H.Sc. (CCD) is implemented through Institute of Distance Education (IDE) University of Kerala. This will be a two year masters degree programme. The major aim of this program is to impart advanced knowledge in the areas of clinical child development for those with medical or para medical background, for a policy change towards "Early Detection and Intervention of Developmental Delay" rather than provision of rehabilitation services alone. In this program the candidates are exposed not only to the theoretical aspects of clinical child development but also given practical oriented training in normal and abnormal development of children. M.H.Sc. in Clinical Child Development is the first course of its kind in India designed to create qualified trainers who can effectively deal with all areas of early child care development and education including newborn follow up, early detection of developmental delay, early stimulation therapy and rehabilitation for childhood disability.

Now it is clear that improving not only the prenatal, natal and postnatal care of pregnant women but also the over all nutrition and reproductive health of woman is important for healthy progeny. An in - depth understanding of adolescents, their problems and counselling of the adolescent age group would have to be part of such an endeavour. Hence, this course has been framed with another major objective of providing quality level training in the area of Healthy Family Life Education for adolescents and young adults.

It is a job oriented professional course and hence successful candidates can support available paediatric services in neuro developmental follow up, special preschool services and adolescent care counselling programmes, These services are often lacking in busy hospital set up and hence of such units will definitely be a supportive base to the health sector. Successful candidates will be eligible to enroll themselves for a Ph.D. programme.

Justification of the Course

Growing demand for manpower to strengthen health services by providing innovations in clinical child development.

Lack of manpower in identifying and providing early detection and intervention services at the primary level and proper referral to the concerned specialists /centre.

Lack of special education services at pre-school level prevent many borderline cases from reaching their full educational potential.

Lack of manpower to meet the increasing demand for providing expert counselling services for the adolescents, teachers and parents under RCH II/ Rural Health Mission.

The need to equip the health professionals, to sensitize the public towards better parenting skills.

The positive experience of organizing neuro development and adolescent care counselling programs in many major hospitals in Kerala by Diploma in Clinical Child Development (Under DME) holders conducted by CDC has opened our eyes towards the possibility of similar course at master's level.

Although the medical and para-medical groups for whom the course is designed have exposure to basic medical aspects of child development issues this course would enhance their knowledge, skill and expertise.

Objectives

On successful completion of the MHS. (CCD) program the candidate will be able to

- * Provide preventive and early intervention service for all at risk babies
- * Provide formal assessment for the children of age group 0-6 years
- * Provide early stimulation and therapy services for the low birth weight and Preterm babies
- * Identify those children needing special care in the preschool age group (3-6 Year) and provide Remedial measures.
- * Understand adolescents better and to impart healthy family life education and Counselling services
- * Create awareness on premarital counselling and counselling for newly married on readiness for child bearing and rearing.

Eligibility for admission

MBBS, BDS, BSC Nursing, PG-DCCD or DCCD with Graduation, BPT,BOT,B Sc (Speech & Hearing) BSc, (MLT), B. Pharm BAMS,BHMS.BSMS

Programme Delivery

1. Self Instructional written module: Prepared by CDC Team & Printed by IDE
2. Personal Contact Program: Theory &.Practical Sessions (Total 200 hours) conducted by Child Development Centre.

The 15 days (120 hours) Personal Contact Programs shall be arranged in each year at the IDE or Child Development Centre Medical college Campus, Thiruvananthapuram Lectures, group discussions and seminars shall be held during the contact program.

3. Course requirement:

- Practical: The students of the program shall besides undergoing the prescribed course of study, do two weeks practical training at Child Development Centre or Centres approved by CDC under the supervision of a teaching faculty. The candidate shall produce the attendance certificate from the centre for appearing in the final university examination.

- Dissertation: During the second year the student shall prepare and submit a dissertation based on research study, to the University before the final examination at the end of the second year on a particular topic under the guidance of a teaching faculty.
- Assignments. –The students shall submit one assignment for each paper per year and each assignment carries 15 marks.

Scheme of Examination

- No student shall be presented for the examination unless he or she secures 80 % attendance at the contact classes, the students who have 50-80% can attend the examination with a fine of Rs. 500
- There shall be an examination consisting of 8 papers in the first year and 8 papers in the second year including dissertation.

First Year

Paper	Name of Paper	Duration of exams	Maximum mrks			
			Code	Written exam.	Assignment	Total
I	Pregnancy & Child birth	3 hrs	CDC/MHSc.CCD 01	85	15	100
II	Developmental Neurology	3 hrs	CDC/MHSc.-CCD 02	85	15	100
III	Early detection of developmental delay	3 hrs	CDC/MHSc.CCD 03	85	15	100
IV	Early Intervention for developmental delay	3 hrs	CDC/MHSc.-CCD 04	85	15	100
V	Developmental psychology	3 hrs	CDC/MHSc.-CCD 05	85	15	100
VI	Special Senses & speech	3 hrs	CDC/MHSc.-CCD 06	85	15	100
VII	Young People Adolescents	3 hrs	CDC/MHSc.-CCD 07	85	15	100
VIII	Health Management	3 hrs	CDC/MHSc.CCD 08	85	15	100
	Sub Total			680	120	800
Second Year						
IX	Childhood Disability & Rehabilitation	3 hrs	CDC/MHSc.-CCD 09	85	15	100
X	Community Based Rehabilitation	3 hrs	CDC/MHSc.-CCD 10	85	15	100
XI	Cerebral Palsy	3 hrs	CDC/MHSc.-CCD 11	85	15	100
XII	Disability Spectrum, & Special Education	3 hrs	CDC/MHSc.- CCD 12	85	15	100
XIII	Guidance & Counseling	3 hrs	CDC/MHSc.-CCD 13	85	15	100
XIV	Parenting	3 hrs	CDC/MHSc.-CCD 14	85	15	100
XV	Health Science Research	3 hrs	CDC/MHSc.-CCD15	85	15	100
XVI	Dissertation		CDC/MHSc.-CCD16			100
	Viva-Voce					100
	Total			595	105	1000
	Grand Total (800+1000)					1800

Pass Requirements

A minimum of 40% marks (Theory & Assignments required for each paper. A candidate who fails to secure the aforesaid minimum marks for a paper/ papers need reappear for that paper/ papers only in the subsequent examination.

Classification of Results

Classification of the result of the program shall be done after the 2nd Year examination based on the total marks secured for both years and shall be as follows.

- | | | | |
|----|---------------------------------|---|-------------|
| a) | not less than 40% but below 50% | - | 3rd class |
| b) | not less than 50% but below 60% | - | 2nd Class |
| c) | 60 %and above | - | 1st class |
| d) | 80% and above | - | Distinction |

Promotion to 2nd year

Students who register for the 1st year University examination alone will be promoted to the 2nd year

MSc CND (Master of science in Clinical Nutrition and Dietetics)

M.Sc. (CND) is implemented through Institute of Distance Education (IDE) University of Kerala. This will be two Year Masters degree program. The major aim of this program is to impart advanced knowledge in the areas of Clinical nutrition for those with medical or Para-medical or science background. In this programme the candidates are exposed not only to the theoretical aspects of Clinical Nutrition but also given practical oriented training. M.Sc. in Clinical Nutrition and Dietetics is the first course of its kind in India designed to create qualified trainers who can effectively deal with all areas of management for preventive and therapeutic human Nutrition and Dietetics.

It is a job oriented professional course and hence successful candidates can organize dietary support services in hospitals. These services are often in all hospitals and hence creation of such human resource units will definitely be a supportive base to the health sector.

Justification of the course

- Growing demand for manpower to strengthen health services by providing innovations in clinical nutrition and dietetics.
- There is lack of manpower to meet the increasing demand for providing expert counselling services for the OP, IP patients.
- There is lack of manpower to meet the increasing demand for providing individualized dietary advice for the individuals and patients
- There is lack of manpower to meet the increasing demand for providing advice in therapeutic diet like menu for patients with problems like diabetes, hypertension, renal disorder liver disorder etc.

Objective

On successful completion of the M.Sc (CND) program the candidate will be able

- To provide advice on formal healthy diet intake by general population of various age groups and physiological situations.
- To provide formal nutrition assessment for the children of age group 0-6 years
- To provide special diet for various categories of patients in hospitals

Eligibility for admission

MBBS, BDS, B.Sc. Nursing, PG-DCCD or DCCD with Graduation, B.Sc.(MLT), B.Pharm., BAMS, BHMS, BSMS, B Sc Home Science, B.Sc Biochemistry, B.Sc Microbiology, B.Sc Zoology.

Programme Delivery

1. Self Instructional module: prepared by CDC Team & Printed by SDE
2. Personal Contact Program: Theory & Practical sessions conducted by Child Development Centre.

The 15 days (120 hours) Personal Contact programmes shall be arranged in each year at the University Centre, Kariavattom or Child Development Centre, Medical college campus, Thiruvananthapuram or any other suitable place at Thiruvananthapuram. Lectures, group discussions and seminars shall be held during the contact program.

Course requirement :**• Practical Training**

- 1(a) Minimum 4 visits (one day duration for each visit) : two classified Hotels and two cafeterias to observe Food Service Management, Food Sanitation & Hygien, The report has to be certified by the manager or concerned authority of the Hotels/Cafeteria.
 - 1(b) Observe different methods of cooking and food preparation (Dry &Wet method) in the above hotels and cafeteria. The report has to be certified by the management of concerned authority of the hotels / cafeteria.
 - 2 Nutrition survey- assessment of nutritional status of different age groups in community through anthropometry and dietetic history (sample size minimum 50 nos) The work report is to be certified by Child Development Project Officers (CDPO)/PHC Doctor/ other competent authority authorized by Child Development Center.
- Project work & Viva Voce: Visit a hospital (minimum 20 bedded) having a dietary department and senior dietician. The duration of project work is 30 days and the student has to complete 30 days of posting at the hospital. A record is to be maintained mentioning the therapeutic diet for various disease conditions ** and calculating the nutritive value of relevant nutrients in the prepared food. This record has to be verified and certified by the senior Dietician and submitted before appearing for final examination.

The marks will be awarded only after submission of the record book mentioning the visits and calculation of the relevant nutrients in the prepared food.

** therapeutic Diet for the following conditions.

Diabetes Mellitus, Hypertension, Cardiovascular Disease, Iron Deficiency, Anemia, PEM, Under nutrition, Over weight/ Obesity, Hepatitis, Renal Disorders, Peptic Ulcer, Immune Deficiency Disorders including Aids.

Assignments

The students shall submit three assignments for each theory paper every year. The three assignments carry 15 marks

Scheme of Examination

- No student shall be permitted for the examination unless he or she secures 80% attendance at the contact classes.
- There shall be an examination at the end of first Year consisting of seven theory papers. The practical training (paper VIII) will be conducted during the first year along with 30 days

posting in a hospital. Evaluation will be done as per the criteria given under practical training. There shall be an examination at the end of second year consisting of seven theory papers and one project and viva voce examination.

Pass requirements

- Candidates who secure not less than 40% marks in aggregate for each paper shall be declared to have passed in that paper
- A candidate who fails to secure the aforesaid minimum marks for paper / papers need reappear for that paper/ papers only in subsequent examination.

Classification of Results

Classification of result of the program shall be done after the 2nd year Examination based on the total marks secured for both the years and shall be as follows;

- | | | |
|----|---------------------------------|-------------|
| a) | not less than 40% but below 50% | 3rd class |
| b) | not less than 50% but below 60% | 2nd Class |
| c) | 60 %and above | 1st Class |
| d) | 80% and above | Distinction |

Promotion to 2nd year

Students who register for the 1st year University examination alone will be promoted to the 2nd year.

Scheme of Examination

First Year

Paper	Name of Paper	Duration of exams	Maximum mrks			
			Code	Written exam.	Assign-ment	Total
I	Anatomy and Physiology	3 hrs	CDC/MSc. -CND 01	85	15	100
II	Biochemistry & Basic Nutrition	3 hrs	CDC/MSc.- CND 02	85	15	100
III	Food Sanitation & Hygiene	3 hrs	CDC/MSc.- CND 03	85	15	100
IV	Public Health & Biostatistics	3 hrs	CDC/MSc.- CND 04	85	15	100
V	Food Science	3 hrs	CDC/MSc.- CND 05	85	15	100
VI	Nutrition through Life Cycle	3 hrs	CDC/MSc.- CND 06	85	15	100
VII	Research Methods	3 hrs	CDC/MSc.- CND 07	85	15	100
VIII	Practical-Training		CDC/MSc.- CND 08	1 (a) - 60*	1 (b) - 40*	2 - 100*
						200

* Marks will be equally distributed for the visit and report writing.

Second Year

Paper	Name of Paper	Duration of exams	Maximum mrks			
			Code	Written exam.	Assignment	Total
IX	Clinical Nutrition	3 hrs	CDC/MSc.-CND 09	85	15	100
X	Community Nutrition	3 hrs	CDC/MSc.-CND 10	85	15	100
XI	Therapeutic Nutrition	3 hrs	CDC/MSc.-CND 11	85	15	100
XII	Applied Nutrition	3 hrs	CDC/MSc.-CND 12	85	15	100
XIII	Food Ecology & Food Preservation	3 hrs	CDC/MSc.-CND 13	85	15	100
XIV	Food Technology	3 hrs	CDC/MSc.-CND 14	85	15	100
XV	Advance Nutrition	3 hrs	CDC/MSc.-CND 15	85	15	100
XVI	Project & Viva-Voce		CDC/MSc.-CND 16	Project (100) Viva Voce (100)		200
	Total					1800

Master of Hospital Administration (MHA) & Post Graduate Diploma in Health And Hospital Administration (PGDHHA)

Introduction

The Master of Hospital Administration is a three year degree programme and Post Graduate Diploma in Health and Hospital Administration is one year programme. The course is designed in such a way that a candidate who successfully completes first year of the MHA degree course will be awarded Post graduate diploma in Health and Hospital Administration (PGDHHA) and MHA degree will be awarded at the end of third year on successful completion of the programme. An eligible candidate is free to join either one year PGDHHA or three year MHA. These courses are offered by Child development Centre Medical College, Thiruvananthapuram through Institute of Distance Education. The major aim of this programme is to impart advanced knowledge on specific sectoral areas of management of health services and hospital administration. This programme has very high relevance and importance with management and administration of health services and hospitals in India and abroad. The course will develop sense of responsibility, innovation, analytical ability, affective communication and problem identification skill; It will also strengthen students to search for valid solutions in different situations arising in health and hospital services.

This course is designed as a user friendly programme in order to complete the course within the time available to the students. A student can use one's own pace to complete the programme even with a gap of three years after PGDHHA. The idea to develop the course is based on the need and requirements of qualified and trained manpower in this field as well as to provide latest knowledge available in this specialized area to the prospective and potential students in order to ensure best quality education at their door step. It is a job oriented course and hence easy for the quality and competent students to find out suitable placement in India or abroad. The demand for qualified and competent students for the efficient management and administration of hospitals is showing an increasing trend. This programme is the first of its kind in Kerala through distance education mode and it will be a paradigm shift from the conventional degree programmes.

The Need

The need for instituting MHA degree arose from the following considerations:

1. Growing demand for manpower to strengthen health systems management and hospital administration.
2. Increasing number of private corporate and Govt. Hospitals.
3. Sensitizing the authorities to the changing trends in development and to develop a cadre of manpower in the field of health and hospital administration.
4. Increasing demand for qualified and professionally trained persons in this field globally.

Objectives of MHA

On successful completion of the MHA degree the student will be able to:

- Develop relevant skills and attitudes in health management and hospital administration.
- Apply principles and practices of health and hospital management,
- Understand the interactive roles in medical care in hospitals.
- Apply modern management techniques in administering health care services within hospitals in India and abroad.
- Tackle the emerging problems of health and hospital administration
- Take appropriate steps in crisis and disaster management.
- Acquire a thorough knowledge in all important aspects of health management and hospital administration in toto.

Eligibility for Admission

Bachelor's Degree in any discipline from the University of Kerala or an equivalent educational qualification as recognized by the University of Kerala, PGDHHA holders from the University of Kerala can join second year of MHA within 3 years after passing PGDHHA. For joining II year MHA after passing PGDHHA, the students have to submit an application to the Director, SDE along with tuition fee & admission fee.

The MHA degree Programme

The MHA Degree course is designed to fulfill the specific needs of developing a cadre of professional managers in health and hospital management sector. (the syllabus and course content take into consideration the existing background of available personnel and the future needs of health and hospital management sector). This course will provide a professional qualification for those who wish to take up health/hospital administration as a career. The course will also be beneficial to doctors, medical administrators, planners, nurse and those currently engaged in health /hospital administration at senior and middle levels. Fresh graduates can also apply.

Candidates are free to join any course. The possibilities before them are:

- (a) PGDHHA - One year & (b) MHA - Three years

A Candidate can join full three – year course of MHA degree programme. PGDHHA shall be awarded on successful completion of the course at the end of the first year and MHA degree shall be awarded on successful completion of the course at the end of the third year. PGDHHA holder can join for the second year of MHA within three years after passing PGDHHA by applying to the Director with the prescribed fees.

Course Requirements

Students of the MHA degree/PGDHHA programme shall besides undergoing the prescribed course of study, do practical work during the first year, by way of doing a project work under the joint

supervision of a Medical Counselor / Administrator and a teaching faculty, in a hospital. The student shall work in the hospital for 90 days continuously during the second half of first as part of the project work and attendance certificate shall be produced to qualify themselves for writing the University examination at the end of first year. Board of Studies shall prepare guidelines for the project work, field visit and evaluation. During the third year the students shall prepare dissertation based on Research study on a particular topic under the guidance of a Supervising teacher/ Medical Counselor/ Administrator. The empanelled supervising teachers only can guide the students.

Methods of Study

The Child development Centre (CDC) shall organise Personal Contact Programme (PCP) every year. In this system, in addition to learning materials (LM), Personal Contact Programmes (PCP) shall be held to facilitate the learning process of students. There shall be Personal Contact Programme every year for 20 days in two spells. Learning materials shall be sent by SDE to students by post. Normally PCPs will be conducted during holidays. Students can approach the identified faculty at anytime for any academic help directly or even over phone. No students shall be presented for the examination unless he/she secures at least 50% attendance at contact classes held in an academic year.

There shall be four core papers and one practical in first year, five core papers in second year and three – core papers, one dissertation based on a research study and a comprehensive viva voce in third year. Each paper carries 100 marks. Out of this, there shall be University written examination for 80 marks and 20 marks for internal assessments including attendance for PCPs. Students shall submit three assignments per paper. The three assignments carry 15 marks and 5 marks for attendance in PCPs per paper. The students shall make their own arrangements to complete the computerized MIS, e-governance, medical transcription (all practical) and carry out project work and field visit in first year and research study in third year. Students shall produce certificate of successful completion of computerized MIS, e-governance and medical transcription from recognized institutes where they study. The certificate shall be submitted to the Director, (CDC) Child Development Centre.

Project Work

The students shall select a topic for project work at the beginning of the second half of first year in consultation with the Medical counselor /Administrator well in advance, It is essential that topic shall be approved by the University.

Field Visit

During the first year a student should visit at least two hospitals other than those hospitals selected for project work and submit field visit report, The hospitals selected for the field visit must have all important faculties and facilities with at least 30 beds.

Research Study

The student shall identify a topic to carry out the research study from any area of health and hospital administration by giving due stress on contemporary and emerging issues in these areas. The topic of study shall be confirmed in consultation with the Supervising teacher/Medical Counsellor/Administrator and it shall be approved by the University. The research study shall be started at the beginning of the third year and shall submit the dissertation based on the study, to the University before the University examination at the end of third year. The research study shall be carried out in the hospital where the project was done or any other hospital approved by the University.

Scheme of Examination**A. First year (PGDHHA)**

No	Core Papers	Written (Marks)	Assignment (Marks)	Attendance PCP	Total (Marks)
I	Principles and Practices of Hospital Management and Administration	80	15	5	100
II	Health Care Management	80	15	5	100
III	Hospital Administration	80	15	5	100
IV	Hospital Services Management	80	15	5	100
	Total	320	60	20	400
V	Practical				100
a	Project work	50			
b	Field Visit report	25			
c	Viva-Voce	25			
	Grand Total	420	60	20	500
B.	Second year				
VI	Accounting and Finance Administration in Health Care Systems	80	15	5	100
VII	Research Methods for Health Systems	80	15	5	100
VIII	Health Systems and Information Technology	80	15	5	100
IX	Organizational Behavior	80	15	5	100
X	Materials Management in Hospitals	80	15	5	100
	Total	400	75	25	500
C.	Third year (MHA Degree)				
XI	Project Management in Health Sector	80	15	5	100
XII	Hospital House Keeping	80	15	5	100
XIII	Emerging Trends in Health Care Management	80	15	5	100
XIV	Dissertation	100			100
XV	Viva-Voce (comprehensive)	100			100
	Total	440	45	15	500
	Grand Total	1260	180	60	1500

Graduation

Grading shall be done for PGDHHA at the end of first year. In order to grade MHA degree the marks obtained in the entire examination for three years shall be taken into consideration. Separate minimum marks for a pass per core paper shall be 40%. A student shall pass all core papers in the first year including practicals be awarded PGDHHA. Student shall pass all core papers and practicals

in the first year, all core papers in the second year and all core papers, dissertation and comprehensive viva-voce in the third year be awarded MHA degree. Overall grading of the course PGDHHA or MHA shall be: Total marks 50% to below 60% = II class; 60% to below 80% = I class and 80 and above = Distinction.

Re Examination of failed students

Failed students shall write re-examination only for the failed papers

Attendance

The distribution of five marks allotted for attendance shall be as follows: Below 50% = 0 marks; above 50% up to 60% = 1 mark; above 60% up to 70% = 2 marks. Above 70% up to 80% = 3 marks; Above 80% up to 90% = 4 marks and Above 90% = 5 marks

Documents to be produced by students to write the University Examination

Students shall produce the following certificates to qualify themselves to write the university examination. (PGDHHA / MHA)

1. Certificate of ninety days' attendance from the Medical Counsellor / Administrator where the student completed the project work.
2. Certificates from the Medical Administrators of two hospitals to prove the field visits.
3. Project work duly signed by the Medical Counsellor / Administrator
4. Field visit report
5. Dissertation - prepared by the student based on the research study and duly signed by the Medical Counsellor / Administrator / Supervising teacher.

Post Graduate Diploma in Adolescent Paediatrics (PGD- AP)

PGD - AP

Justification of the Course:

Paediatricians looking after older children have the basic knowledge regarding Adolescent care, Growth & Development, but do not have the facility and necessary infrastructure for hands on training in Adolescent Paediatrics. The Indian Academy of Paediatrics have committed itself to look after children up to the age of 18 and have the opportunity to do so through school health programs, Integrated Child Development Services and by setting up Adolescent Clinics at hospitals. But it is not feasible for a busy practising paediatrician to be away from his home to participate in any full time training course in India or abroad for obtaining the necessary skills.

Objectives:

- To provide adequate knowledge on various aspects of Adolescence care, Nutrition & Development.
- To impart multi disciplinary skill training in conducting Family Life Education Classes for Adolescents, Adolescent Counselling Sessions and Adolescent, Paediatric Services at hospitals.
- To provide guidance in organizing Teen Clubs, Adolescent care & counselling Clinics and setting up Adolescent wards.

Syllabus:

CDC/AP-01: Adolescent Care

- Part A Preventive Adolescent Health services
- Part B Development of Life Skills
- Part C Organizing service for adolescents

CDC/AP-03: Adolescent Counselling

- Part A Principles of Personality Development
- Part B Process & Techniques of counselling
- Part C Scholastic Backwardness-guidance

CDC/AP-02: Medical problems in Adolescents

- Part A Growth & Growth Disorders
 Part B Reproductive Health
 Part C Medical Problems

CDC/AP 04: Marriage and Family

- Part A Women's issues & Gender sensitization
 Part B Pre-Marital & Marital Counselling
 Part C Research methods in Adolescent Paediatrics

CDC/AP 05 : Project Work**Reference Books:**

- Adolescent Care 2000 and Beyond by MKC Nair,(Ed.)
- Ranjan K.Pejawar. Pub. By Prism Books Ltd.,1865 BSK II Stage,Bangalore.
- IAP Text Book of Paediatrics. Editor-in Chief Dr. A. Parthasarathy. Published by Jaypee Brothers Medical Publishers Private Ltd. New Delhi. 2nd Edition 2001.
- Nutrition & Child Development by K.E. Elizabeth By PARAS Medical Publishers, 1st Edition, 1998.
- Text Book of Obstetrics by DC Dutta. 4th Edition. Published by New Central Book Agency Pvt.Ltd.8/1 Chintamony Das Lane, Calcutta-9.
- Research Methodology, Editors S. Jayam & Vijaya Srinivasan. National Neonatology Forum and CEU Medical College, Thiruvananthapuram.
- Counselling Edited by Stephen Palmer, Sheila Dainow And Pat Milner, Published by SAGE Publications 32, M Block Market, Greater Kailash-1, New Delhi. Student support service The other details - Evaluation given in PGDCAFC is applicable to PGDAP also.

Child - Adolescent and Family Counselling (PGD - CAFC)**Justification of the course:**

From a national perspective, teenagers form 25 to 30% of our population, yet they did not have any National Programme for their betterment in the last 62 years of independence, even though, they are the best human resource of this country. From a Societal perspective, we have always made the mistake of identifying teenagers with only problems of teenage pregnancy, drug abuse and violence. We have all too often forgotten that, just like children of any other age, adolescents also need care and support services.

Parents and teachers are the ones who are closely moving with the children, especially the mother is perhaps closer to the child than the father. So if any problem occurs or if anything disturbs the child, it is the mother who can easily perceive the subtle changes in the behaviour of the child. But even if the mother suspects that her child is having some problem, the child herself or himself may not feel the same and may even refuse to accept that something is bothering her or him. There is therefore a need for counselling in different settings – individual, family, school and community.

Objectives :

To provide adequate knowledge on various aspects of Child and Adolescent psychological development.

To impart multi disciplinary skill training in conducting Child, Adolescent & Family counselling sessions.

To provide guidelines in organizing Child Guidance Clinics, Adolescent Counselling Clinics and Family Counselling services.

Syllabus:**CDC/CAFC-01 : Child guidance**

- Part A Principles & Practice of Guidance

- Part B Behavioural problems in children
Part C Educational guidance

CDC/CAFC-02 : Principles & Process of counselling

- Part A Theories of Personality Development
Part B Principles & Process of counselling
Part C Counselling Techniques
Behaviour Modification & systematic desensitization
Assertion training & Operant Conditioning techniques
Cognitive Behaviour modification

CDC/CAFC -03 : Child & Adolescent Care

- Part A Normal & Abnormal Growth & Development
Part B Development of Life Skills
Part C Organising services for Adolescents
* Teenage Care Clinics & Family Life Education & Teen Clubs

CDC/CAFC-04 : Adolescent and Family counselling

- Part A Adolescent & Premarital Counselling
Part B Marriage & Family Counselling
Part C Research Methods in Child Guidance & Adolescent Counselling

CDC/CAFC-05 : Project Work

Reference Books:

- Child Development 2000 and Beyonds by MKC Nair, (Ed.) Ranjan K. Pejawan. Pub. By Prism Books Ltd., 1865 BSK II Stage, Bangalore.
- Child Development –A Thematic Approach by Danuta Bukatko, Marvin W Deahler, 3rd Edition. Published by Houghton Mifflin Company, Boston, New York.
- Child Development by Elizabeth B Hurlock. 6th Edition. Published by McGraw-Hill Book company. 1978.
- Nutrition & Child Development by K.E. Elizabeth By PARAS Medical Publishers, 1st Edition, 1998.
- Disabled Village Child by David Werner. 2nd Edition. Published by the Hesperian foundation, PO Box 11577, Berkeley.
- Research Methodology, Editors S. Jayam & Vijaya Srinivasan. National Neonatology Forum and CEU Medical College, Thiruvananthapuram.
- Adolescent Care 2000 and Beyond by MKC Nair, (Ed.) Ranjan K. Pejawan. Pub. By Prism Books Ltd., 1865 BSK II Stage, Bangalore.
- Counselling Edited by Stephen Palmer, Sheila Dainow and Pat Milner, Published by SAGE Publications 32, M Block Market, Greater Kailash-1, New Delhi.

Programme Delivery

- * Self instructed written modules * Counselling sessions
- * Contact programs * Project works

Evaluation System

Use the system of grading for evaluating learner's achievement on a five point scale using letter grade, as follows:

Letter Grade	Qualitative Level	Point Grades	% of marks
A	Excellent	5	90+
B	Very Good	4	75-89
C	Good	3	60-74
D	Satisfactory	2	40-59
E	Unsatisfactory	1	<39

Centre of Examination: Thiruvananthapuram, Kerala

Student Support Services

1. Printed Self Instructional Modules: The materials for the course are developed by the experts in the field and dispatched by Institute of Distance Education to the students with instructions.
2. Counselling Classes: Counselling Sessions will be arranged at Child Development Centre at regular intervals
3. Personal Contact Programme: In order to provide individualized contact and to support the learners there will be two weeks COMPULSORY personal contact programs at Child Development Centre, Medical College, Thiruvananthapuram, Kerala.

Theory	40 hours
Practical	40 hours

4. Library facilities: Child Development Centre – Specialised books & Internet facility

I. Eligibility for Admission

- a. P.G. Diploma in Adolescent Paediatrics
 Programme Code SDE / CDC, PGD – AP
 Eligibility MD / Dip. N B. / MNAMS / DCH / MBBS
- b. P.G. Diploma in Child, Adolescents & Family Counselling
 Programme Code SDE / CDC, PGD – CAFC
 Eligibility MA Psychology / Sociology / Anthropology
 MSW / MSc Child Development / Home Science /
 Nutrition / any other Masters Degree /
 B.Sc. Nursing / PGDCCD / DCCD With graduation.

II Course duration

Minimum 1 Year
 Maximum 5 Years

Post Graduate Diploma in Developmental Neurology (PGD-DN)

PGD - DN

Justification of the course

Advances in perinatal care and the establishment of neonatal nurseries have improved the survival chances of many newborns that would otherwise have succumbed. This tends to increase the chances of childhood neuro-developmental problems, speech problems, behavioural problems, attention deficit hyper kinesthetic disorder and scholastic backwardness. Very often their problems are identified quite late, may be at school age when only some rehabilitation measures can be

taken, which do not necessarily bring out the best in the child. Child Development Centre(CDC) being developed as a national Centre of Excellence in clinical child development has involved feasible strategies for a policy change towards “proactive”anticipation of childhood disability rather than a “passive” attempt at provision of rehabilitation services alone. CDC has visualized a “Conceptual Framework” of a valid link between Childhood Disability, Low Birth weight babies and Adolescent Girls” Under Nutrition and have demonstrated conclusive scientific evidence for the “Conceptual Framework.” CDC was Successful in demonstrating that 40 % reduction in poor mental and physical performance can be brought about by, CDC model early stimulation for low birth weight babies”

The National Neonatology Forum and the Indian Academy of Paediatrics have strongly recommended that in hospital having special/ intensive neonatal care service, it should be mandatory that the hospital offer neuro – developmental follow-up and early stimulation services. It is in this context that Child Development Centre proposes the masters course in developmental neurology through distance mode.

Program delivery

1. **Self – Instructional written module:** Prepared by CDC & Printed by SDE.
2. **Personal Contact Program:** Theory & Practical sessions-conducted by CDC.

The Personal Contact Program (PCP)lasting two weeks (Theory 40 hrs & practical 40 hrs) shall be arranged at the University Centre, Karyavattom or Child Development Centre, MedicalCollege Campus, Thiruvananthapuram.Lectures,group discussions, Seminars and practical sessions shall be held during the contact program.

3. **Project Work:** As per instruction given by CDC.

Eligibility for Admission

MBBS, MD/Dip.NB/MNAMS/DCH

Syllabus:

Paper I:Early Child Development (CDC/PGD-DN 01)

- Part A Developmental Neuro-Psychology
- Part B Cognitive Development& Development of Special Senses
- Part C Pre-school Education

Paper II : Developmental Clinical Neurology (CDC/PGD-DN 02)

- Part A Disability & Cerebral Palsy
- Part B Developmental Delay –Associated Conditions
- Part C Special Senses & Speech

Paper III : Assessment And Intervention in Developmental Neurology(CDC/PGD-DN 03)

- Part A Development Assessment & Infant Stimulation
- Part B Pre-school Assessment
- Part C Counselling

Paper IV : Diagnostic Modalities – Principles & Practice (CDC/PGD-DN 04)

- Part A Pre-natal Diagnosis& Therapy
- Part B Radio Diagnosis& Therapy
- Part C Neuro- diagnosis & Therapy

Paper V : Project Work (CDC/PGD-DN 05)**Scheme of examination**

No student shall be presented for the examination unless he or she secures 80% attendance at the contact classes. There shall be an examination at the end of the course, consisting of four papers of three hours duration as detailed below:

Paper	Name of Paper	Duration of Exam.	Maximum Marks		
			Code Exam.	Written	Total
I	Early Child Development	3 hrs.	CDC/PGD-DN 01	100	100
II	Developmental Clinical Neurology	3 hrs.	CDC/PGD-DN 02	100	100
III	Assessment & Intervention in Developmental Neurology	3 hrs.	CDC/PGD-DN 03	100	100
IV	Diagnostic Modalities - Principles & Practice	3 hrs.	CDC/PGD-DN 04	100	100
V	Project Work		CDC/PGD-DN 05	100	100
	Total		500	500	

Post Graduate Diploma in Beauty Therapy (PGD - BT)**Justification of the course**

Cosmetology is already developed as a science in Western world. It has become an important subject of study at different levels in many foreign Universities. As a first step this subject can be introduced as a post graduate diploma course. The cosmetology and beauty parlour management has already been introduced by Government of Kerala as a main subject of study at higher secondary level. So it is recommended that courses should be started to impart the required knowledge, attitude and skills to produce beauticians' with sound scientific background in beauty therapy and allied subjects, Starting the need for PGD BT emerged out of the following considerations

1. Growing demand for qualified and skilled manpower in the beauty therapy sector.
2. The modern trend among ladies and gents to visit beauty parlours to avail professional service
3. The existing scarcity of well-trained technicians/personal/workers in the field of beauty therapy
4. It is a Career oriented course which promotes self employment to qualified youth
5. To promote safe and skilled practices in beauty therapy.

Eligibility for Admission

1. Bachelors Degree in any discipline

Program Delivery**1 Self Instructional written module:**

Prepared by SRC Team & Printed by SDE.

2. Personal Contact Programe:

Theory & Practical Demonstration –Conducted by SRC with technical assistance of Child Development Centre (CDC)&Cosmetology Advancement Foundation (CAF). The Personal Contact

Program (PCP) lasting two weeks (Theory 40 hrs. & Practical 40 hrs) shall be arranged once in a year at the University Centre Kariavattom or State Resource Centre (SRC), Thiruvananthapuram. Lectures, group discussions, seminars and practical sessions shall be held during the contact program.

The practical demonstration would include the following therapy procedures.

- | | |
|--------------------------------------|------------------------|
| 1. Threading | 11. Perming |
| 2. Facial | 12. Bridal make-up |
| 3. Henna | 13. Hair styling |
| 4. Bleach(powder) | 14. Hair cutting |
| 5. Bleach (cream) | 15. Ear piercing |
| 6. Pedicure | 16. Waxing |
| 7. Manicure | 17. Dandruff treatment |
| 8. Henna Art (hand) | 18. Pimple treatment |
| 9. Scalp massaging (electric & hand) | 19. Galvanic |
| 10. Hair straightening | 20. Bouquet making |
3. Project Work: Minimum 45 days hands on training at a registered beauty parlour with detailed work report of 20 beauty therapy procedures mentioned above.

Syllabus :

Paper I-: Skin &Body Care (SRC/PG-BT 01)

- Part A Skin & Body
- Part B Care of the face
- Part C Hand and Feet Care

Paper -II : Hair Care & Hair Styling (SRC/PG-BT 02)

- Part A The Hair & Hair Care
- Part B Hair Styling & Setting
- Part C Hair Dying & Hair Removal

Paper –III : The Art of Make up (SRC/PG-BT 03)

- Part A Cosmetics & Make up
- Part B Corrective Make up
- Part C Special Make up

Paper –IV : The beauty Parlour Management (SRC/PG-BT 04)

- Part A Overall Planning
- Part B Accounting & Operation
- Part C Personal Grooming & Marketing

Paper – V: Project Work (SRC /PG –BT 05)

Scheme of Examination

No student shall be presented for the examination unless he or she secures 80% attendance at the contact classes. There shall be an examination at the end of the course, consisting of four papers of three hours of duration as detailed below:

Paper	Name of Paper	Duration of Exam.	Maximum Marks		
			Code Exam.	Written	Total
I	Skin and Body Care	3 hrs.	SRC/PG-BT 01	100	100
II	Hair Care and Hair Styling	3 hrs.	SRC/PG-BT 02	100	100
III	The Art of Make up	3 hrs.	SRC/PG-BT 03	100	100
IV	The Beauty Parlour Management	3 hrs.	SRC/PG-BT 04	100	100
V	Project Work	3 hrs.	SRC/PG-BT 05	100	100
	Total			500	500

PG Diploma in Health Science Research (PGD HSR)

India has a vast number of highly trained health professionals whose clinical skills are second to none. However this is not recognized by those outside the country due to a lack of publications and a dearth of epidemiologically sound studies. In this age of evidence based medicine it is important to make clinical decisions based on studies. Research methodology is unfortunately not taken very seriously during the training of health professionals. This course is meant to equip health professionals with epidemiology and research skills.

The major objectives of P.G.Diploma in Health Science Research jointly proposed by the Institute of Distance Education and Child Development Centre, Medical College, Thiruvananthapuram is to equip health professionals to interpret and apply the principles of epidemiology confidently to their particular needs.

Justification of the course

- Every country has its own health needs and identification of community needs and directing the researchers into these areas can help achieve better health for the country.
- Epidemiology is the simplest and most direct method of studying the causes of disease in humans, many major contributions have been made by these studies
- Health Professionals need to know more about the particulars of designing, gathering, analysing and interpreting the findings systematically.
- The application of epidemiological principles and methods requires the development of a particular way of thinking, which has been incorporated in this course.
- A good epidemiological study should be capable of description in such a way that all who are interested in the cause of disease can follow the argument and decide for themselves on the validity of the conclusions. By fulfilling all the requirements of this course health professionals would be able to plan and execute such studies.

Programme Delivery

1. **Self Instructional written module:** Prepared by CDC Team & Printed by SDE.
2. **Personal Contact Programme :** Theory & Practical Sessions – conducted by Child Development Centre.

The Personal Contact Programmes (PCP) 10 days (80 hours) at Child Development Centre, Medical College Campus Thiruvananthapuram. Lectures, Group discussions, seminars and Practical sessions shall be held during the contact programme

Eligibility for admission:

Any Health Science related Degree (MBBS, BAMS, BHMS, BVSc., BDS, B. Sc. Nursing, B. Pharm., BSMS, B. Sc. MLT) from any recognised University in India.

Syllabus:**Paper - I – PUBLIC HEALTH (CDC/PGD-HSR 01)**

- Part A Epidemiology
- Part B Health Programmes in India
- Part C Health Management

Paper –II CLINICAL EPIDEMIOLOGY (CDC/PGD-HSR 02)

- Part A Research Designs –An Overview
- Part B Specific Research Design
- Part C Clinical Trials Methodology

Paper III - FIELD EPIDEMIOLOGY & BIOSTATISTICS (CDC/PGD-HSR 03)

- Part A Community Survey
- Part B Bio-statistics
- Part C Computer Applications in Research

Paper IV - QUALITATIVE RESEARCH METHODOLOGY (CDC/PGD-HSR 04)

- Part A Principles of Qualitative Research
- Part B Qualitative Research Methods
- Part C Qualitative Data Mangement

Paper V PROJECT WORK (CDC/PGD-HSR 05)**Scheme of Examination**

No student shall be presented for the examination unless he or she secure 80%attendance at the contact classes. There shall be an examination at the end of the course consisting of four papers of three hours duration as detailed below:

Paper	Name of Paper	Duration of Exam.	Maximum Marks		
			Code Exam.	Written	Total
I	Public Health	3 hrs.	CDC/PGD-HSR01	100	100
II	Clinical Epidemiology	3 hrs.	CDC/PGD-HSR02	100	100
III	Field Epidemiology & Biostatistics	3 hrs.	CDC/PGD-HSR03	100	100
IV	Qualitative Research Methodology	3 hrs.	CDC/PGD-HSR04	100	100
V	Project Work	3 hrs.	CDC/PGD-HSR05	100	100
	Total		500	500	

COMMUNICATION PROGRAMME

Post Graduate Diploma Course In Communication and Journalism (PGDCJ)

Scheme & Syllabus

1. **The title of the course** shall be Post - Graduate Diploma in Communication and Journalism. The Course will be offered under the Institute of Distance Education, University of Kerala.
2. **The duration of the course** shall be one year. The University examination will be conducted at the end of the year.
3. **Eligibility for admission** Candidates having a Bachelor's Degree in any discipline from the Universities in Kerala or other Universities recognized by the University of Kerala as equivalent thereto are eligible to apply for PGDCJ. There are no restrictions regarding marks or age. Students who have qualified from the National Open School, New Delhi and the B.A/B.Com Degree of the Calicut University under the liberalized scheme are not eligible for admission.
4. A student who discontinues the course in the middle of an academic year may be readmitted to the same course in the same academic year on payment of readmission fee. A student who discontinues and applies for admission in a subsequent year has to be readmitted, in the beginning of the academic year. In the latter case, a student is liable to pay dues of the previous year.

Course of study and Scheme of Examination

Sl. No.	Name of Paper	Course No.	Max. Marks
1.	Introduction to Communication Studies	DCJ 01	100
2.	Reporting	DCJ 02	100
3.	Editing	DCJ 03	100
4.	Broadcast News	DCJ 04	100
5.	Media History, Laws & Ethics	DCJ 05	100
6.	PR & Advertising (Elective)	DCJ 06	100
	OR		
*7	Cyber Journalism (Elective)	DCJ 07	100

- Hands-on experience in Cyber Journalism will be provided to those who choose this subject.
- There are 5 Core Papers and One Elective Paper. Student can choose one elective paper from the above mentioned.

12. Classification Those who secure not less than 60% marks in the aggregate for all papers together shall be placed in first class. Those who obtain less than 60% but not less than 50% shall be placed in the second class and those who obtain less than 50% but not less than 40% in the aggregate shall be placed in the Third Class.

POST GRADUATE CERTIFICATE COURSES

PGCC TMFC	Post Graduate Certificate Course in Techniques and Methods of Family and Marriage Counselling
PGCC GCM	Post Graduate Certificate Course in Geriatric Care and Management

PGCC TMFC (Post –Graduate Certificate Course in Techniques and Methods of Family and Marriage Counselling)

Rationale

Modern life has become stressful in ways that were unknown to forebears. Being composed of a conglomerate of social sub-units living uneasily with one another, numerous social and psychological problems, stresses and strains on individual are apparent. A significant social response to deal with these feelings and concerns are the many “helping professions” that have grown. These include counselling and clinical psychology, Social work, psychiatry, to name a few. These specialists generally try to deal with some of the stresses of life-by applying scientifically based expertise to human behaviour. Formerly, family members, friends and other associates provided many of these social services informally. Professionals enter the scene mainly because methods have become sophisticated : have less access to sympathetic family members and friends, and the stresses themselves are becoming more pervasive and intense thus affecting more people more severely.

The rising divorce rate probably tells us much about the changing expectations of marriage as it does about marital instability. The marriage counselling is a specialized area of family counselling and provides professional psychological assistance to individuals and married couples, singly and in groups. Marriage counsellor applies psychological principles and techniques for the purpose of modifying inter-personal conflicts resulting from adaptive attitudes and behaviors associated with family life. Although many people in our country provide services in the name of “Counselling” in effect many of them do harm than good because they are not systematically trained in counselling, hence the need for trained counsellors.

Objectives

- To acquaint with the techniques and methods of counselling
- To develop counselling skills
- To familiarize with the different aspects of marriage and marriage counselling
- To acquaint with the functions of family and family counselling

Duration

The duration of the course will be 5 months. There will be one batch in a year for each of the courses.

Eligibility

Candidate with any graduate degree in any subject from a recognized University. No age limit

Syllabus

Paper -1 Techniques and Methods of Counselling

Unit -1 Understanding Counselling

Meaning of Counselling
 Characteristics of Counselling
 Levels of Counselling
 Types of Counselling

Unit -2 Principles of Counselling

Counselling skills –process and stages
 Different techniques in Counselling
 Counsellor- Counsellee Relationship
 Model of Counselling

Paper -2 Family and Marriage Counselling**Unit -1 Marriage**

Goals in Marriage
 Types of marriage relationship
 Marital adjustment
 Personality types in marriage

Unit -2 Family

Functions of Family
 Characteristics of healthy family
 Role of husband and family
 Change in Family

Unit -3 Crisis and Development Counselling

Types of crisis
 Crisis Intervention
 Goals of Counselling
 Role of Counsellor

Unit -4 Specific features of Counselling

Observation
 Listening
 Non- verbal behaviour and communication
 Questioning and Silence
 Transference and counter transference

Unit -3 Group Counselling

Types of group counselling
 Stages of group development
 Evaluation in counselling
 Professional ethics in counselling

Unit -4 Marital and Family Counselling

Pre- marital Counselling
 Marital Counselling
 Family Counselling
 Counselling with families concerning children

**(PGCC GCM) Post- Graduate Certificate Course in
 Geriatric Care and Management**

Rationale

The importance of taking care of the elderly has become more relevant in India due to the increased lifespan and consequent increase in the population of the aged. As a result of the demographic transition and changing family structure, care of aged is emerging as concern of modern times. The support system and care giving that had been earlier available in the traditional family setup for the elderly has withered away and as a result, the institutional care of elderly is becoming the need of the hour even though it is considered to be the last resort. Hence the need for the management of the needs and problems of elderly population is of prime importance in today's world. India's elderly population is rising on a rapid manner from 8% in 2001 and which is calculated to rise to 12% in 2025 and 20% in 2050. During the same period the figures of the elderly in Kerala are 10%, 16% and 25%. Infact, Kerala tops India in both proportion of the elderly and the rapidity of the growth. The care and management of the geriatric population is posing a stupendous problem for all concerned – the Government., the care givers and the community. Neither of these groups is either trained or prepared to take care of them in a scientific manner.

The present course is designed with the objective of training a group of service oriented workers in the field of geriatric care and management. It is hoped that these scientifically trained geriatric worker will at least to some extent offer a solution to a problem which is currently neglected

Objectives

- To build comprehensive knowledge based on basic issues in geriatric care,
- To facilitate delivery of quality services in old age homes
- To provide tools for efficient management of homes.
- To develop a cadre of frontline personal of geriatric care givers.
- To impart training to care givers in socio- economic, physical, psychological and other related issues of the aged.
- To generate skilled man power focused on intervention in the family and community settings for the welfare of the older persons.
- To identify and promote support system and networking for care of the older persons.
- To enhance knowledge base in resource management and networking

Carrier Opportunities

- Home Care Giver
- Social Worker
- Emergency Relief Worker
- Health Worker
- Nursing Assistant
- Home Nursing Attendant
- Assistant – Mobile Medicare Unit
- Project Assistant
- Physiotherapy Assistant

Duration

The duration of the course will be 5 months. There will be one batch in a year for each of the courses.

Eligibility

Candidate with any graduate degree in any subject from a recognized University. No age limit

Syllabus**Paper –I Social Dimensions of Geriatric Care****Unit -1 Fundamentals of Geriatric Care**

- Social Dimensions of Geriatric Care
- Gender Dimensions of Geriatric Care
- Age Dimensions of Geriatric Care
- Types of Care
- Availability of Institutions for Geriatric Care

Unit -2 Health and Human Behaviour

- The Concept of Health – Physical, Mental, Emotional and Spiritual
- Problems of Elderly in family, Community and Society
- Dementia and Caring Techniques
- Mental Ability and Behaviour of the Elderly
- Techniques of Empowering the Elderly

Unit -3 Geriatric Care and Interpersonal Relations

- Concept of Basic Care – Basic needs and Terminal Care of the Elderly
- Interpersonal Relationships in Family
- Peer Group Behaviour and Comfort

Role of Counselling in Geriatric Care
 Rehabilitation and Social Adjustment
 Techniques of Effective Communication with the Elderly

Unit -4 Health and Hygiene

Community Health and Environment Hygiene
 Nutritional Needs of the Elderly and Diet Management
 Physical Disability and Caring Techniques

Paper – II Geriatric Management

Unit 1 Geriatric Nursing

Special Care of the elderly – First Aid, Oral Medication and Hot and Cold application
 Old Age Related diseases and Management
 Physiotherapy and Types of Exercises
 Rehabilitation devices and their Uses

Unit -2 Skills in Geriatric Management

Problems and Role of the Care Givers
 Conflict Management within the family
 Identifying Potentials and Productive Engagement of the Elderly

Unit -3 Organization of Geriatric Institutions

Role of the State and Voluntary Organisations
 Norms and Procedures
 Organisation of Old Age Homes, Day Care Centres and Clubs Of the Aged in Rural and Urban Areas.
 Source of Economic Support from Govt. and Non- Govt. Sectors.

Unit - 4 Visit to Old Age Homes, Day Care Centres and Clubs.

Students Support Services :-

Print instructional modules
 The materials for the courses will be developed by experts in the field and dispatched to the students with instructions.
 Counselling Sessions
 The Counselling sessions will be arranged at the Department of Sociology at regular intervals
 Personal Contact Programme
 There will be compulsory personal contact programme at the Department of Sociology or at the venue fixed by the Department of Sociology.

Theory Classes -20 hrs

Counselling Sessions 10 hrs

Field Visit

The Participants will be familiarized with the service providers. The student will also get an opportunity to interact with the implementing agencies

The classes will be arranged preferably on Saturdays

Library Facilities

Library, Department of Sociology. University of Kerala

Place of Examination

Thiruvananthapuram

Eligibility Candidate with any graduate Degree in any subject from a recognized University. No age limit.

Duration Five Months

Examination

The Final Examination will be a three hour Written Exam., including all materials for the course

Evaluation System

The grading for evaluating learner's achievement will be on a five point scale

Letter Grade	Qualitative Level	Point Grades	% of marks
A	Excellent	5	90+
B	Very Good	4	75-89
C	Good	3	60-74
D	Satisfactory	2	40-59
E	Unsatisfactory	1	<39

CERTIFICATE PROGRAMMES

Certificate Course In Communicative English

I. Course Description

Certificate Course in Communicative English is intended to promote all round communicative competence by providing intensive practice in the skills of listening, speaking, reading and writing. The Course has two components – Spoken Communication and Written Communication. However, the emphasis will be on Spoken Communication. The duration of the Course will be five months and the minimum qualification for admission, a pass in Pre – Degree Examination of the University of Kerala or any other examination recognized as equivalent thereto.

II. Course Content

A. Spoken Communication

1. Importance of spoken communication.
2. Familiarization of phonetic script - BBC phoneme - deviations Indian and American - stress: word stress and sentence stress - intonation
3. Conversation - Basic techniques: how to begin, respond, interrupt, hesitate and end. Typical British and American styles. Different types of conversation - for establishing social rapport, for seeking and giving information - for expressing various emotions - agreement /disagreement - degrees of likelihood / certainty - speculation - persuasion etc. for getting things done - advising - expressing gratitude - greeting, interviewing - Telephone conversation making enquires - booking, cancelling tickets etc. making short speeches - comparing.
4. Listening comprehension - listening to news bulletins, dialogues, speeches - Reading - rapid, intensive - steps to increase reading speed - skimming and scanning.

B. Written Communication

1. Current Usage: British and American - Phrasal verbs - idioms commonly used - synonyms, antonyms, collective nouns, words often confused. One word substitution - reading/saying dates, time, amount of money, phone number etc.
2. Writing short messages - letter writing: Informal-formal: invitations, requests, enquiries, apologies, explanation, congratulations, condolences - applications for jobs etc.
3. Describing objects, persons, places etc. Note making - writing advertisement - Report writing - reporting dialogues, events etc. reporting for newspapers.
4. Curriculum Vitae.
5. Telegrams, Fax, E-mail

III. Personal Contact Programme

1. Colleges which have well equipped language laboratories and other facilities will be the study centres of the Course. At present, apart from SDE we have two study centres - Sree Narayana College, Kollam, and Mar Ivanios College, Thiruvananthapuram.
2. Students shall choose a centre of their convenience, where they can attend classes and receive study materials.
3. The Co-ordinator for English, Dept. of Distance Education will be the general Co-ordinator of the course. The Principals of colleges which are study centres, will be the centre - Co-ordinators and the HODs, in charge of the classes.
4. There will be a minimum of 100 hrs. of tutorials including 10 hours of lab training. The classes will be conducted in week-ends or holidays convenient to the participants.

IV. Mode of Examination

1. The Course will be assessed in two parts Part I Spoken Communication and Part II Written Communication. Each Part/Paper will carry 100 marks. There will be a separate minimum of 50% marks for each part/paper. Those who secure 50% marks will be placed in the Second Class and those who score 60% and above, in the First Class. Those who fail once can reappear and pass the examination in part in subsequent Examinations.
2. Paper I Spoken Communication will carry 100 marks. It will have two parts, ie. A. Oral Examination and B. Written Examination. The oral will carry 60 marks and the written, 40 marks. The oral examination will be conducted by an External Examiner who teaches the paper and an Internal Examiner who is teaching the paper.
3. Paper II Written Communication will carry 100 marks.

V. University Examination

The date of Examination will be intimated to the students by the Institute and students shall submit their applications for examination to SDE. They shall use the application forms supplied by this Institute only. The Chalan receipt or draft for Rs. 400/- as Examination fee should be submitted alongwith the applications.

VI. Subsequent Appearance

Students who are declared to have failed in the examination in any one paper need appear again for that paper only in the subsequent examination after remitting the fee as shown below. (Examination Registration Forms Rs. 50/-, For each paper Rs. 100/-, Marklist Rs. 100/-)For such forms they shall apply to the Director, Institute of Distance Education, University of Kerala, Kariavattom, Thiruvananthapuram along with a University Chalan/DD for Rs. 50/-and a self addressed stamped cover.

VII. Issue of Certificate

Successful candidates will be issued Certificates by the Institute.

Important Addresses

- | | |
|--|---|
| 1. Director
SDE, University of Kerala
Palayam, Thiruvananthapuram
Kerala 695 034 | 3. Director
CACEE
University of Kerala
Thiruvananthapuram. |
| 2. Director
Child Development Centre
Medical College, Thiruvananthapuram.
Phone: 0471-2553540, 2528402 | 4. Head
Department of Sociology
University of Kerala,
Kariavattom Campus. |

For online registration Log on to www.ideku.net click the button 'Online Application', select the course and fill in the Application form.

LEGAL STUDIES PROGRAMME

	Duration	Eligibility	Fee
PG diploma in Cyber Law (without supplying notes)	10 months	Degree in any discipline	Rs. 3500/-
PG diploma in Intellectual Property right (without supplying notes)		Degree in any discipline	Rs. 3500/-

Contact Address

1. **Director**
SDE, University of Kerala
Palayam, Thiruvananthapuram
Kerala 695 034
2. **Sajikumar**
Assistant Professor
Govt. Law College,
Thiruvananthapuram.

UNIVERSITY STUDY CENTRES & CENTRES FOR CONTACT CLASSES

Degree Programmes

III BA / BCom	SDE, Palayam, Thiruvananthapuram, UIT, West Kollam
II BA / BCom	SDE, Palayam, & UIT, West Kollam
IBA . B. Com	Govt. Arts College, Thiruvananthapuram & UIT, West Kollam
I & II & III BSc Mathematics	SDE, Palayam
B. Com Adl. Cooperation	SDE, Palayam
B. Sc Computer Science & BCA, B. Com. Computer Application	SDE Palayam, Thiruvananthapuram; Govt. College, Kariavattom; FMN College - Kollam, UIT Alappuzha; Keltron IT Education Centres at Calicut & Thiruvananthapuram
BBA	UIT, Kuravankonam, Thiruvananthapuram

P. G. Programmes

MSc Computer Science FMN College, Kollam; UIT Centre Alappuzha;	SDE Palayam Thiruvananthapuram; Keltron IT Education Centres at Calicut & Thiruvananthapuram
MA English	SDE, Palayam, Mar Ivanios College, Thiruvananthapuram, KUTEC, Kollam; Alappuzha
MA Malayalam, Sociology, History	SDE, Palayam, UIT, West Kollam
M. Sc. Mathematics	SDE, Palayam, S. N. College, Kollam
MA History, Economics, Politics, Hindi, Public Administration, Islamic History, Philosophy, Sociology, Sanskrit, Tamil, Arabic.	University Campus, Kariavattom
MA Music	Department of Music, Thycaud, Thiruvananthapuram
M. Com	SDE, Palayam, Mar Ivanious College, Thiruvananthapuram, SN College, Kollam
MBA	UIT, Kuravankonam, Thiruvananthapuram UIT, Mulankadakam, Kollam
MHRM & PGDMM	CACEE, SDE, Palayam
PGDHRM, PGDMM, PGDTTM	SDE Palayam
BLISc., MLISc.	SDE Palayam
PGDCJ	SDE Palayam
MHSc, MScCND, MHA & PGDHHA, PGDAP, PGCAFC, PGDDN, PGDHSR	CDC Medical College, Thiruvananthapuram
PGCCTMFC, PGCC GCA	Department of Sociology, University of Kerala, Kariavattom Campus
PGDBT	State Resource Centre, Thiruvananthapuram
PGDCA	UIT - Kollam, Keltron - Vazhuthacaud
Certificate in Communicative English	SDE Thiruvananthapuram, Mar Ivanious College, Thiruvananthapuram, FMN College, Kollam

Note : Allotment of Centre is subject to availability of sufficient candidates at each centre. In case the number of students in a particular centre is less than 30 they will be allotted to the nearest centre. A candidate applying for study centre change shall remit Rs. 200/- to the SDE and produce a No Objection Certificate from the present study centre and a willingness certificate from the new centre.

LEARNERS' SUPPORT CENTRE

Distance education is the mode of education suitable for the contemporary world situation. Education is now a lifelong process in the area of knowledge explosion and technological growth. In this context it becomes the duty of a University to provide facilities for imparting higher education to students at location convenient to them. There is growing demand for starting Learner Support Centres of the Institute of Distance Education, University of Kerala at various district and Taluk Centres within Kerala, The establishment of LSC will help thousands of students to continue their studies and fulfill their long cherished dream. LSC shall function as centres providing various services to the students like distribution of prospectus, accepting applications conducting contact programme and guiding the students in all matters related to the study programme. Students need not have to come all the way to Trivandrum for various enquiries and submissions related to the course. The introduction of LSC will help our Institute to reach out to thousands of students belonging to various parts of Kerala. The duty of the LSC is to receive applications for admission, provide academic support to these students and prepare them for the examination as per the guidelines provided by the University. Admission to these courses is granted in strict conformity with the norms prescribed in the respective prospectus. The basic qualifications required for seeking admission to any course is laid down therein. No exemption or relaxation is permitted under any circumstances.

Sl. No.	Name of the Institution	Courses Allotted	Communication Details
THIRUVANANTHAPURAM			
1	SREE NARAYANA GURU KRIPA TRUST	MBA, B.Sc -CS, B.Com -CA, BA English, BA History, BBA	POTHENCODE P.O , TRIVANDRUM. PIN 695584 KERALA. PH NO : 0471 2113516 ,2718717 MOB : 9847062079 , 9447501570. harinirmal@yahoo.co.in
2	PTM COLLEGE FOR ARTS & SCIENCE	BA English, BA History, B.A Malayalam, BA Sociology, B.Com, B.Com -CA, B.Sc -CS, BBA	MARUTHOORKONAM, BALARAMAPURAM, TRIVANDRUM PIN:695501 PH:2267420. principalptm@gmail.com
3	KTCT COLLEGE OF ADVANCED STUDIES	BA English, BA Economics, B.Sc -CS, BCA, B.Sc Maths, MA English, BBA, B.Com (Co-operation)	KTCT INSTITUTE OF DISTANCE EDUCATION, KADUVAYIL THOTTAKKADU, KALLAMBALAM. PH:2693844,0470-2615144. ktctcte@yahoo.co.in
4	G. KARUNAKARAN MEMORIAL COOPERATIVE COLLEGE OF MANAGEMENT & TECHNOLOGY	B.Com (CA), MBA	G KARUNAKARAN MEMORIAL EDUCATIONAL SOCIETY: SOPANAM.COMPLEX, PEROORKADA P O, THIRUVANANTHAPURAM, PIN 695005 PHONE: 0472 2886399, 9349144525
5	SHIHABTHANGAL COLLEGE OF ADVANCED STUDIES	BA English, B.Com, B.Com (CA), B.Sc (CS)	SHIHAB THANGAL COLLEGE OF ADVANCED STUDIES PEROOR P.O KILIMANOOR-695601. PH:04702652575 scampersoor@gmail.com
6	BHARATH SEVAK SAMAJ (BSS)	BBA, BCA, MBA.	BSS IT MISSION, TECHNOLOGY BHAVAN, THYCAUD P.O THIRUVANANTHAPURAM- 695014. 0471-2335851,2335852. 9447151617. info@bssit.in; bssitm@gmail.com
7	INTERNATIONAL ACADEMY FOR MANAGEMENT STUDIES	MBA, B.Com -CA, BCA, BBA	IAMS, MEADS LANE, PALAYAM, TRIVANDRUM - 695034. EMAIL : iamsinternational@gmail.com. PHONE :0471- 2334907, 6454351, 974706666. FAX : 0471 2324906
8	TINFOTECH SERVICES INDIA PVT. LTD (Tandem Infotech)	B.Com, B.Com-CA, BCA, MBA, M.Com, BBA	STATUE-GENERAL HOSPITAL ROAD, TRIVANDRUM-695 001.PHONE NO. : 0471-3019001. MOBILE : 9895015510 /9447961848. EMAIL : tinfotvm@gmail.com
9	ALL INDIA INSTITUTE OF LOCAL SELF GOVERNMENT	MBA, MHA, MA English, MA Politics, PGDCAFC, B.Com, BA Sociology, B.Sc(CS)	SOPANAM.COMPLEX, CORPORATION BUILDING, II FLOOR, PEROORKADA P.O., TVPM. 0471 2431301/2431316, 9446428977. trivandrum@aailsg.org

10	KAVIYATTU COLLEGE OF EDUCATION	MA English, MA Sociology, BA English, Certificate in Communicative English, B.Com (CA), B.Sc (CS), M.Com, PGDCA	PIRAPPANCODE, TVPM 695607 0472 2583903, 2583909®, 2582099®, 2583903(F) Kaviyattustrust@yahoo.com
11	INSTITUTE OF ADVANCED STUDIES	B Com (CA), BBA, BA English, MA English, M.Com, MBA, BCA, BA Economics	PALACE ROAD, NEXT TO 'ATTINGAL MEDICAL CENTRE', ATTINGAL, TVPN. 0470-3253334; 9020161654 / 9947504373. iasattungal2@gmail.com
12	A.J. COLLEGE OF HIGHER EDUCATION, Poovar	B Com (CA), BA History, B.Sc (CS), Certificate in Communicative English, PGDCA, M.Com, MA History	PARANIYAM, VAZHIMUKKU, PUTHIYATHURA P.O., POOVAR. TVPM 695526. ajcollegeparaniyam@gmail.com. 0471 2264242, 2133939(O), 9447696086
13	SRI SWATHYTHIRUNAL EDUCATIONAL FOUNDATION (SSTEF)	BBA, BA History, PGDCA, BA Economics, Certificate in Communicative English, MBA, MHRM, PGDHRM	GOVT. TEACHER'S COOPERATIVE BUILDING, NH-ROAD, NEYYATTINKARA P.O., TVPM. 0471 2224401, 9349891313. sstefnta@gmail.com
14	THE INSTITUTE OF ADVANCED STUDIES (IAS)	MBA, BBA, BCA, PGDCA, M.Sc (CS), M.Sc Mathematics, B.Sc Mathematics, Certificate in Communicative English	JANAKI NIVAS, NEAR DHANYA-REMYA THEATRE, PANAMOOD LANE, AYURVEDA COLLEGE ROAD, TVPM-695001. 0471 2479696, 2478989, 2467575, 2467979, 2468443, 2475767, 9447064989. uthras28@gmail.com, iasttvm@gmail.com
15	STATE CO-OPERATIVE UNION KERALA (Kerala Institute of Co-operative Management)	B Com, B Com (CA), MBA, M.Com, Certificate in Communicative English, BBA, BA History, English)	SAMSTHANA SAHAKARANA BHAVAN, 'OOTTUKUZHAY', CHENKALCHOOOLA, TVPM .695001. 0471-2320420, 2320634, 2320420. kicmamba@gmail.com. HO - Neyyadam P.O, TVPM-695572. 0471-2272601
16	AIR WING ACADEMY	MBA, BBA, B.Com, M.Com	THANKOM TOWERS, HOUSING BOARD JUNCTION, S.S.KOVIL ROAD, THAMPANOOR, TVPM. 0471 3270800, 2320002, 2390001®, 9447490800. airwingtvm@gmail.com
17	REGIONAL INSTITUTE OF SCIENCE & MANAGEMENT	BCA, MBA, B.Sc Mathematics, M.Sc Mathematics, B.Sc (CS), M.Sc (CS), B.Com	WEST FORT, VALLAKKADAVU P.O., TVPM 695 008. 0471 2464149, 2439629®, 0471 2477677(F). riatrivandrum@gmail.com
18	SENSORIUM EDUCATIONAL TRUST	BBA, MBA, BCA, MA History, MHRM	NEAR BSNL, UPPALAM ROAD, TVPM. 0471 2470032, 9447020478. sensoriumtvm@gmail.com

19	PEARSON EDUCATIONAL SERVICES (P) LTD	B Com, B.Com (CA), BCA, MBA, M.Com, BBA, BA English, B.Sc Mathematics	4th FLOOR, PREMIER TOWERS, AYURVEDA COLLEGE Jn. TVPM - 695001. 0471-2324522, 9895074949. prasad.au@pearson.com
20	NATIONAL ENGLISH	MA English, BA English, MA Politics, Certificate in Communicative English	BEHIND R.C. CHURCH, NEYYATTINKARAP.O.,TVPM 695121. 0471 2220865, 9349804050. nationalenglish.2000@gmail.com
21	ACADEMY OF ENGLISH	B Com (CA), B.Com Additional Elective Co-operation, BA History, BA Economics, Certificate in Communicative English, MA History, MA Public Administration, M.Com	KAZHAKUTTOM P.O., TVPM 695582. 0471 2415751, 2415751, 9495155150. jyothisgroup@gmail.com
22	IQBAL COLLEGE TRUST	MA English, BA Economics, BA History, BCA, B.LIsc, Certificate in Communicative English, BBA, B Com (Co-operation)	PERINGAMMALA, DAIVAPURA (P.O.), TVPM 695563. Ph: 9447084172, 9745275525, 9447204906. iqbalhighereducation@rediffmail.com
23	STATE RESOURCE CENTRE, KERALA	PGDCAFC/ PGDBT	NANDAVANAM, VIKASBHAVAN P.O., TVPM 695033. 0471 2325101, 2325102, 2326101®, 9495458800. srckerala@asianetindia.com
24	CHAND ACADEMY	B Com, M.Com, MBA, BA English	PATTOM, TVPM 695004. 0471 2530648, 2534164, 9387805631. chandacademy@gmail.com
25	INFO DYNAMICS	BCA, B.Sc (CS), B Com (CA)	'GILEAD PLAZA', 1 ST FLOOR, MANNANTHALA, TVPM 695004. 0471 3214112, 24411112®, 9446433182. info@infodynamics.co.in
26	ISA UNIVERSAL CENTRE FOR HIGHER STUDIES	MA English, MBA, MA Sociology, B.Com (CA), PGDCAFC	MENONS LANE, INDIRA NAGAR, PEROORKADA, TVPM. isalayam2007@yahoo.co.in PH: 0471-2741233, 2741533, 9446359546
27	ATHULYA COLLEGE	B.Com (Co-operation) , BA History, B.Com (Addl.Elective Co-operation), BA English, BA Politics, B.Sc Maths, M.Com	XIV-388 D, RC STREET, NEYYATTINKARA. P.O., TVPM-695121 PH: 0471-2222703, 8891953033. athulyaney703@gmail.com

28	INSTITUTE OF JOURNALISM, PRESS CLUB	PGDCJ	(THE SECRETARY), P.B.NO.103, PRESS CLUB ROAD, NEAR GOVT. SECRETARIAT, STATUE, TVPM-695001. PH: 0471-2338950, 2331642, 2330380, 2325701 (F), 9846349296. ijtrivandrum@gmail.com
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113	MAS COLLEGE	B.Com, BA English, PGDCJ, MA Sociology, M.Com, B.Sc CS, MA Arabic, MA Malayalam.	NEARBY COLLECTOR'S BUNGALOW UP HILL - MALAPPURAM, MALAPPURAM POST - 676505. TEL. 04833296259. 9447317280, 0483 3296259, 9947432141. masmlpm@gmail.com
114	ISLAMIC SERVICE SOCIETY	MBA, MA History, MA English, M.Com	PERINTHALMANNA, PONNIAKURSSI PH: 9447149125
115	REGIONAL MANAGEMENT COLLEGE	B Com, BCA, MBA, PGDCJ, PGDCAFC	KONOMPARA, MELMURI PH: 0483 3249204, 2733293, 9605444477 EMAIL:rmcollege.hq@gmail.com
116	ARM EDUCATIONAL & CHARITABLE TRUST	B Sc (CS), BCA, B Com (CA), MBA	PARIS TOWER, RING ROAD NEAR NEW BUS STAND, MANJERI PH: 0483-2777500, 9495366866. manumrudu1234@gmail.com
117	REGIONAL TECHNICAL INSTITUTE	B.Sc-CS, B.Com, BA History, BCA, M.Com, B.Com-CA, BA Economics, M.Sc-CS.	REGIONAL EDUCATIONAL INSTITUTIONS, OPP.CIVIL STATION , TB ROAD, TIRUR. PH: 0494 2426466, 9847148491. regionaltirur@gmail.com
118	INSTITUTE OF COMPUTER EDUCATION	B Com, B Sc (CS), BCA, BA English,,MA English	LBS CENTRE, N. K ROAD, TIRURANGADI PH: 0494-461902, 9895484088. salim@gmail.com

119	MISSION COLLEGE (NATIONAL SERVICE SOCIETY)	B.Com, B.Sc- CS, BA History, BCA, PGDCJ, M.Com, M.Sc- CS, M.Sc Maths.	MISSION COLLEGE, P.B. NO.3 PERINTHALMANNA PH: 9847610871, 0493 3227843 nasscentre@gmail.com
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122	GUIDE COLLEGE	B.Com (CA), BCA, BA (Eng), MA (Sociology, Eng)	Puthanathani, Punnathala P.O, Malappuram – 676552. Ph: 0494-2546824, 3290717.
KOZHIKODE			
123	ACADEMY OF AVIATION & PROFESSIONAL EXCELLENCE	MHA, BBA, PGDTM, B.Sc (CS)	PARCO BLDG, RLY STATION LINK ROAD, CALICUT PH: 0495 2300135, 9895573232. aviationacademy@rediffmail.com
124	AMRITHA INSTITUTE	Certificate in Communicative English	KAIRALI BLDG, OPP.NEW BUS STAND, VADAKARA, KOZHIKODE-673101 aimstvtk@gmail.com. PH: 0496-2525733, 3121160, 9496285259
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125	NALANDA COLLEGE	B.Com (Co-operation), M.Com, MA-English, MA-Economics, MBA, BBA.	KANNUR PH: 04972 857965. nalandaeachur@gmail.com
126	AIROCIS COLLEGE OF AVIATION & MANAGEMENT STUDIES	MBA, MHRM, MA English, B.Com Additional Elective Co-Operation, PGDCJ, BBA.	NEAR GOVT. HOSPITAL KARIMBAM PO. THALIPARAMBA KANNUR -670142. PHONE NOS. 0460 3251999, 9744861111, 9847809999. airociscollege@gmail.com
127	COLLEGE OF COMMERCE	MA English, M.Sc (CS), MBA, M.Com, B Com (Co-Operation), BCA	NEAR OLD BUSSTAND, C.H.N. EDUCATIONAL COMPLEX KANNUR -1. PH. 04972- 704090,765206. PH:9744093352,9895297236. collegeofcommercekannur@gmail.com
128	VALAPATTANAM MUSLIM WELFARE ASSOCIATION - VMWA INSTITUTE OF HIGHER EDUCATION	BA (English, Political Science, History, Afsal Ul Ulama), B Com, B.Sc (CS), B.Sc Mathematics	VALAPATTANAM. P. O., KANNUR – 670010. thajululoom@yahoo.co.in. PH: 0497- 2778093

129	SREE SANKARACHARYA COMPUTER CENTRE PVT LTD	MBA, M.Com, B Com (Co-operation), BBA, B Com (CA), PGDCA	JS PAUL CORNER, RAJIV GANDHI ROAD, KANNUR-670001 sreesankaracharyapvtltd@gmail.com Ph: 0497-2705706, 9947756486
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Dr. Zeenath K. S.	9846592147	Mathematics,Arabic,Afsal- ul -ulama
Dr. S. Thajudeen	9447048988	Economics
Dr. K. Gopakumar	9446538060	MA English,Communicative English
Dr. S.R.Sheeja	9447123777	MHSc,CCD,M.Sc .CND,PGDHSR PGDCAFC,PGDDN,PGDBT,MHA PGDHHA,PGDAP
Dr. A. M. Unnikrishnan	9447453145	MA Malayalam
Dr. S. Ajitha	9447259150	MA Public Administration, PGDTTM
Dr. Mushtaq Ahammed K	9446250397	M. Com
Dr. Balu B.	9895542936	B. Com + Addl. Co-operation
Dr. Nazeeb. S	9447722346	BA Malayalam , PGDCJ,MHRM
Dr. Lal C. A.	9446703790	BA English
Dr. Deepak K. R.	9447616483	Hindi
Dr. Rajan. T.K	9947092605	Intellectual Property Rights, Cyber Law
Dr. Rose Mary George	9745335476	BA, MA Political Science
Dr. S. Venu Mohan	9447250179	History, Philosophy, Music ,Islamic History
Mr. B. Shaji	9995232929	BBA, MBA, PGDMM, PGDEPMA
Dr. Suja.S	9447218018	MA Sanskrit, MA Tamil
Suguna L. S	8547075155	Library Science
Hena M.	8893456706	Computer Science

STUDY CENTRES	Courses	Code
SDE, Palayam, Kariavattom		099
Centre for Adult Continuing Education, PMG Jn, Thiruvananthapuram		010
CDC, Medical College, Thiruvananthapuram		007
Dept. Of Sociology, Kariavattom		008
Dept. of Music Thycaud, Thiruvananthapuram		005
FMN College, Kollam		105
Govt. Arts College, Thiruvananthapuram		002
Govt. College, Kariavattom		009
IMK Palayam, Thiruvananthapuram		024
KELTRON IT Education Centre, Kozhikode		017
KELTRON IT Education Centre, Trichur		016
KELTRON IT Education Centre, Pathanamthitta		022
KELTRON IT Education Centre, Spencer Jn., Thiruvananthapuram		013
KUTEK, Kollam		957
KUTEK, Alappuzha		958
Mar Ivanios College, Nalanchira, Thiruvananthapuram		120
SN College, Kollam		222
State Resource Centre, Thiruvananthapuram		333
UIT Centre, Alappuzha		953
UIT Centre, West Kollam		952