

UNIVERSITY OF KERALA

(Abstract)

School of Distance Education – Dr.R. Vasanthagopal, Professor – Nomination of Director - Sanctioned - Orders Issued.

ADMINISTRATION 'B.III' SECTION

No.Ad.B.III.2/1723/2013.

Thiruvananthapuram, Dated : 08.05.2019

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

**ORDER**

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

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

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

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

Orders are issued accordingly.

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

To

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

Forwarded/By Order

  
Section Officer

101

UNIVERSITY OF KERALA

PRELIMINARY MINUTES OF THE NINETY-SECOND MEETING OF THE

SYNDICATE HELD ON 25th MAY, 1974

Place of Meeting: University Buildings, Trivandrum.

PRESENT:

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



The Vice-Chancellor announced at the outset that he had received an invitation to visit Russia for three weeks and that he would be leaving Trivandrum on 31st May, 1974. The Chancellor had ordered, it was announced, that the Registrar be put in charge of the current duties of the Vice-Chancellor during the latter's absence.

(V.C.'s Section)

SPECIAL ITEM

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

RESOLVED that

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

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

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

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

(Ac.E)

- 19. Introduction of Correspondance Course in the University.

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

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

(Acad.A)

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

DEFERRED for detailed consideration.

(Ac.F.II)

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

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

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

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

(Ac.A)

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

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

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

(Ac.F.I)

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

....

The Syndicate considered along with the recommendation of the Standing Committee on Staff and Finance, the proposal received from the State Government for starting a Vidyapeet in Kerala with a Research Wing being located in the University Manuscripts Library. (See details of the proposal in the letter No. 40087/PE/72/H. Edn. dated 13-6-1974 from the Special Secretary, Higher Education addressed to the Vice-Chancellor at Appendix IV).

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

(Ad.D)

(Contd. . . .)

V. Administrative Staff:

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

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

Additional staff will be required when students are admitted.

Sd/-  
Director

OFFICE OF THE VICE-CHANCELLOR  
UNIVERSITY OF KERALA  
www.ugc.ac.in/deb HAFUKAIA-34  
20 FEB 2021  
20966



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

Speed Post

12 FEB 2021 February, 2021

F. No. 116-1/2017(DEB-IV)

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

**Sub: Commission Order for continuation of recognition of the Open and Distance Learning programmes already recognized for the academic session 2019-2020 for a period of one year, academic session 2020-2021 – regarding.**

- Ref: 1. UGC letter no. F. No. 116-1/2017(DEB-IV) dated 14<sup>th</sup> August, 2018 & 18<sup>th</sup> October, 2018 for recognition of ODL programmes up to 2019-20  
2. Provisions stipulated under Regulation 3 (A) of Part II of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 for continuation of recognition of already recognized Open and Distance Learning programmes for 2019-20.  
3. UGC Public Notices issued vide F.No.1-15/2020 (DEB-1) dated 12<sup>th</sup> October, 2020 and 07<sup>th</sup> December, 2020 regarding continuation of recognition of already recognized Open and Distance Learning programmes for 2019-20; as per Ref. (2) above.

Sir/Madam,

With reference to the references cited above, I am directed to issue this order thereby communicating the continuation of the recognition for a period of one year, academic session 2020-2021, starting from July, 2020 and January, 2021 for offering only those programmes under ODL mode which were already recognised for the academic session 2019-2020 as under:

S.No.	Name of Programmes	Period of recognition
1	BACHELOR OF ARTS (ECONOMICS)	Academic session 2020-2021 only
2	BACHELOR OF ARTS (ENGLISH)	
3	BACHELOR OF ARTS (HINDI)	
4	BACHELOR OF ARTS (HISTORY)	
5	BACHELOR OF ARTS (MALAYALAM)	
6	BACHELOR OF ARTS (POLITICAL SCIENCE)	

7	BACHELOR OF ARTS (SOCIOLOGY)	Academic session 2020-2021 only
8	BACHELOR OF BUSINESS ADMINISTRATION	
9	BACHELOR OF COMMERCE	
10	BACHELOR OF COMPUTER APPLICATIONS	
11	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	
12	BACHELOR OF SCIENCE (COMPUTER SCIENCE)	
13	BACHELOR OF SCIENCE (MATHEMATICS)	
14	MASTER OF ARTS (POLITICAL SCIENCE)	
15	MASTER OF ARTS (PUBLIC ADMINISTRATION)	
16	MASTER OF ARTS (ECONOMICS)	
17	MASTER OF ARTS (ENGLISH)	
18	MASTER OF ARTS (HINDI)	
19	MASTER OF ARTS (HISTORY)	
20	MASTER OF ARTS (MALAYALAM)	
21	MASTER OF ARTS (SOCIOLOGY)	
22	MASTER OF COMMERCE (FINANCE)	
23	MASTER OF LIBRARY AND INFORMATION SCIENCE	
24	MASTER OF SCIENCE (COMPUTER SCIENCE)	
25	MASTER OF SCIENCE (MATHEMATICS)	
26	MASTER OF BUSINESS ADMINISTRATION	

2. For the recognized programmes, the Higher Educational Institution shall scrupulously abide in letter and spirit by all the provisions of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 while offering the programmes in Open and Distance Learning mode.

3. The HEI shall adhere to various directives issued by the Commission and other relevant statutory/ regulatory bodies/authorities from time to time.

4. In the event of any Higher Educational Institution found offering programmes in Open and Distance mode and/or Online mode without recognition of the Commission or in violation to any of the provision(s) of these regulations and guidelines or orders made there under, the Commission may

take actions as per Regulation 7 in Part -II of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and the Higher Educational Institution shall be solely responsible for career consequence of the students, if any, arising out of the same.

5. The other terms and conditions shall remain same as communicated in the previous Commission Orders.

Yours faithfully,

**(Dr. Amit Kumar Verma)**  
Education Officer

**Copy to:**

1. The Secretary, Higher Education, Government of Kerala, 3<sup>rd</sup> Floor Secretariat, Annex Statue, Thiruvananthapuram, Kerala with a request to ensure that HEI adheres to all the provisions of the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.
2. The Member Secretary, AICTE, Nelson Mandela Marg, Vasant Kunj, Delhi 110 070.
3. The Joint Secretary (Open & Distance/Online Learning), MoE, Govt. of India, Shastri Bhawan, New Delhi – 110 001.
4. The Vice-Chancellor, Kerala University, Senate House Campus, Palayam Thiruvananthapuram Kerala.
5. The Joint Secretary, State University Bureau, UGC, Bahadurshah Zafar Marg, New Delhi - 110 002
6. Guard file.

**(Anurag)**

Section Officer





Speed Post

F.No.: 116-1/2017 (DEB-IV)

Date: October, 2018

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

R  
29/10/18 18 OCT 2018

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

Sir/Madam,

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

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

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

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



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5. Programme wise recognition status based on representation:

**5(A) Programmes Recognised**

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

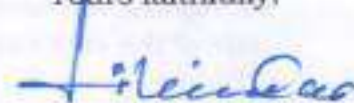
\*As HEI NAAC score is (below/above) 3.26, the recognition given is only up to the academic year 2018-19 to 2019-20, based on the UGC (ODL) Second Amendment Regulations, 2018. The list of recognised Learner Support Centres/Study Centres will be available at UGC website shortly.

**5(B) Programmes Not Recognised: Nil**

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

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

Yours faithfully,



**(Jitendra)**


Education Officer

**Copy to:**

1. The Secretary, Higher Education, Govt. of Kerala, 3<sup>rd</sup> Floor Secretariat, Annex Statue, Thiruvananthapuram, Kerala with a request to ensure that HEI adheres to all the provisions of the UGC (ODL) Regulations 2017 and its amendments.
2. The Joint Secretary (Distance Learning), MHRD, Govt of India, Shastri Bhawan, New Delhi - 110 001.

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

4. The Vice-Chancellor, **Kerala University, Senate House Campus, Palayam Thiruvananthapuram , Kerala**
5. The Joint Secretary, State University Bureau, UGC for information.
6. Guard file.

  
**(Jitendra )**  
Education Officer



Speed Post

F.No.: 116-1/2017(DEB-IV)

Date: August, 2018

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



29 AUG 2018  
29 AUG 2018

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

Sir/Madam,

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

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

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

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

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

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

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

7. **Programme wise recognition status**

7(A) **Programmes Recognized**

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

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

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

The list of recognized Learner Support Centres/Study Centres is available at UGC website i.e. [www.ugc.ac.in](http://www.ugc.ac.in) at the link [https://www.ugc.ac.in/pdfnews/9969719 UGC-RECOGNITION-FOR-ODL-PROGRAMMES-2018-19-ONWARDS.pdf](https://www.ugc.ac.in/pdfnews/9969719%20UGC-RECOGNITION-FOR-ODL-PROGRAMMES-2018-19-ONWARDS.pdf)

**7(B) Programmes not Recognized**

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

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

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

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

Yours faithfully,




**(Jitendra)**

Education Officer

**Conditions**

- 1) The total intake capacity (Number of learners) in Open and Distance Learning mode in Higher Educational Institution and/or Learner Support Centre/Study Centre shall be as mentioned in clause 6 of Annexure-X of the University Grants Commission (Open and Distance Learning) Regulations, 2017.
- 2) The Higher Educational Institution shall offer only those programmes through Open and Distance Learning mode, which are approved by the statutory bodies of the University and by UGC and by the Regulatory Authority, as applicable.
- 3) The Higher Educational Institution shall not offer any programme in engineering, Medicine, dental, pharmacy, nursing, architecture, physiotherapy and programmes not permitted to be offered in distance mode by any other regulatory body.
- 4) The Higher Educational Institution shall comply to all the terms and conditions mentioned in the Affidavit dated 25<sup>th</sup> April, 2018 duly notarized and signed by Dr. Jayachandran R., Registrar in-charge, submitted to the Commission vide letter dated 03<sup>rd</sup> May, 2018.
- 5) The Higher Educational Institution shall not offer any M.Phil/Ph.D Programme through distance learning mode in compliance to clause 11 of the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016.
- 6) The HEI shall establish Examination Centre within the territorial jurisdiction of the HEI subject to condition laid down in clause 7(i) to (v) of section 13 in Part-IV.
- 7) In case, Higher Educational Institution fails to comply with the conditions of recognition, appropriate punitive action(s), as per provisions of the UGC (ODL) Regulations, 2017 and its amendments, shall be taken by the Commission.

  
(Jitendra)  
Education Officer

UNIVERSITY GRANTS COMMISSION  
Distance Education Bureau  
DEC building, IGNOU Campus, Maidan garhi, New Delhi 110068  
(Phone: 011-29533340, Fax: 011-29536668)  
011 29571825

1055-1059

F.No. DEB/KU/KER/2013/  
Date: 19<sup>th</sup> August 2013

To,

The Vice Chancellor  
University of Kerala  
Thiruvananthapuram-695034  
Kerala

**Sub: Recognition to School of Distance Education, University of Kerala, Kerala  
for offering programmes through distance mode - reg.,**

Sir/Madam,

1. This has reference to the application of your University seeking recognition of erstwhile Distance Education Council for offering programmes through distance mode. In this connection a visiting expert committee comprising nominees of UGC, AICTE and DEC was constituted which visited your University and submitted its recommendations.
2. Attention in this regard is also invited to Notification F.No.1-4/2013 (CPP-II), dated 17<sup>th</sup> June 2013 of University Grants Commission with regard to transfer of regulatory functions of the Open and Distance Learning (ODL) system from Indira Gandhi National Open University (IGNOU) to UGC (copy enclosed). In pursuance of the same, your request for recognition was considered by the competent authority and it has been decided by the Commission to grant recognition to your University for three years i.e. academic year 2013-14 to 2015-16 to offer the following programmes through ODL mode :

**1. Programmes recognised**

Sl. No.	Name of the Programme	Minimum Duration (in years)	Eligibility Criteria for admissions
1	B.Sc (Computer Sc.)	3 years	Pre-degree/+2/VHSE/ISE/AISSCE or Three year Engineering Diploma from recognised polytechnic
2	Bachelor of Computer	3 years	Pre-degree/+2/VHSE/ISE/AISSCE or Three year Engineering Diploma from

1/5



	Application (BCA)		recognised polytechnic
3	B.Com (Computer Application)	3 years	Pre-degree/+2/VHSE/ISE/AISSCE
4	B.A History	3 years	Pre degree/+2/VHSE/ISE/AISSCE
5	BA Political Science	3 years	Pre degree/+2/VHSE/ISE/AISSCE
6	BA English	3 years	Pre degree/+2/VHSE/ISE/AISSCE
7	BA Malayalam	3 years	Pre degree/+2/VHSE/ISE/AISSCE
8	B.A Economics	3 years	Pre degree/+2/VHSE/ISE/AISSCE
9	BA Sociology	3 years	Pre degree/+2/VHSE/ISE/AISSCE
10	BA Afzal-Ul-Ulma	3 years	Pre degree/+2/VHSE/ISE/AISSCE
11	B.Com	3 years	Pre degree/+2/VHSE/ISE/AISSCE- with Accounting
12	B.Com Cooperation (Elective)	3 years	Pre degree/+2/VHSE/ISE/AISSCE- with Accounting
13	BSc Mathematics	3 years	Pre degree/+2/VHSE/ISE/AISSCE- with Mathematics
14	BLISc	1 year	Pre degree/+2/VHSE/ISE/AISSCE
15	MA History	2 years	BA Degree
16	MSc Computer Science	2 years	BSc
17	MBA	2 years	BA/BSc/B.Com with 50 % and a valid score in the entrance exam
18	MHA	3 years	BA/BSc/B.Com
19	MHRM	2 years	BA/BSc/B.Com
20	MA Economics	2 years	BA Degree
21	MA Political Science	2 years	BA Degree
22	MA Sociology	2 years	BA Degree
23	MA Public Administration	2 years	BA Degree
24	MA English	2 years	BA Degree
25	MA Hindi	2 years	BA Degree
26	MA Islamic History	2 years	BA Degree
27	MA Sanskrit	2 years	BA Degree
28	MA Arabic	2 years	BA Degree

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28	MA Music	2 years	BA Degree
30	MA Philisophy	2 years	BA Degree
31	MA Malayalam	2 years	BA Degree
32	M.Com-Finahce	2 years	B.Com
33	MSc Mathematics	2 years	B.Sc Mathematics
34	MLISc	1 years	B.LISc
35	MSc CND	2 years	MBBS/B.Sc Nursing, BAMS, BHMS, BSc Chem/Bio-che. Zoology/Microbiology
36	Communicative English (Certificate Programme)	5 months	Pre Degree/ Plus Two
37	PGDCA	1year 6months	Degree
38	PG Diploma in Communication and Journalism	1year	Degree
39	PGDHHA	1 year	Degree
40	PGDHRM	1 year	Degree
41	P.G.DMM	1 year	Degree
42	P.G.Diploma in Travel and Tourism Management	1 year	Degree
43	P.G Diploma in Educational Panning and Management	1 year	Degree
44	PGD-CAFC	1 year	MA Psychology/Sociology/Anthropology/ MSW/BSc Nursing
45	PGCC TMFC	5 months	Degree

## II. Programmes not recognised

S. No.	Name of the Programme
1	MA (Tamil)
2	PG Diploma in Cyber Law
3	MHSc. CCD
4	PGD-HSR

5	PGD- AP
6	PGD – Developmental Neurology

3. The University shall comply with the following specific recommendations of the visiting expert committee:

- (i) The University should conduct training programmes for the Faculty and Counselors for development of Self Learning Material and other ODL pedagogy with the support of STRIDE, IGNOU, and/or other bodies of similar caliber as per need in consultation with the DEB. The University should revise its study material and convert into SLM format on completion of this training.
- (ii) Since there is common syllabus with the regular programmes, there is a need for revision of syllabus and replacement of outdated content in some programmes for example Indian economic policy of MA Economics programme etc.
- (iii) The University should use ICT in effective manner for delivering its programmes through distance education mode.
- (iv) The minimum eligibility conditions for admission to technical/professional programmes viz. MBA, MCA etc should be as per AICTE norms.
- (v) The programmes in Health and allied Health Sciences are offered by the Medical College, Trivendrum which also provides all Academic and Lab support. The IDE should fill the Teaching posts in the Allied Health Sciences to ensure effective monitoring of Health Science programmes.
- (v) The weightage assigned to continuous assessment is only 15 per cent presently which needs to be increased to 25-30 per cent. The Assignments should be prepared annually and be sent to learners separately with SLM.

4. The above recognition is subject to the following terms and conditions:

- i) The University shall offer only above mentioned programmes through distance mode, which are approved by the UGC as above.
- ii) It is the responsibility of the University/Institution to follow the norms prescribed by the concerned regulatory body/ies such as UGC/AICTE/any other, and also seek its/their prior approval, wherever required, for any specific programme mentioned above. Nomenclature of all programmes should be as per UGC/AICTE. No teacher training programmes can be offered without prior approval of the NCTE even for distance mode.
- iii) The eligibility conditions for admissions will be as per UGC/AICTE norms. For professional and technical programmes norms laid down by the AICTE should be followed. No admission to MBA, PGDM, & MCA programmes can be done without ensuring that the student has secured a valid score in the entrance test/examination for the purpose.
- iv) The minimum duration of a programme should be similar to the minimum duration of similar programme offered through the regular mode.
- v) The University should have at least one full time faculty member exclusively for coordinating each programme at the headquarters.
- vi) The territorial jurisdiction in respect of Universities for offering programmes through distance mode will be as per the policy of UGC on territorial jurisdiction

and opening of off campuses/centres/study centres as mentioned in the UGC notification No.F.27-1/2012(CPP-II), dated 27<sup>th</sup> June 2013, a copy of which is enclosed and also hosted on UGC website [www.ugc.ac.in](http://www.ugc.ac.in). In respect of standalone Institutions (other than the Universities), the territorial jurisdiction will be headquarters.

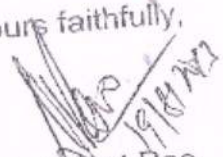
5. Franchising arrangement for offering programmes through distance mode in any form is not allowed.

6. The Institution's management of the distance education programmes will be open for review and inspection by the UGC. The academic norms of the programmes shall be under monitoring and regulation by the concerned regulatory authorities.

7. It may be noted that before launching the programme/s, the Institution should submit an affidavit within 30 days from date of issue of this letter that it agrees to and will abide by all terms and conditions contained in the recognition letter. In case, the UGC does not receive the affidavit within 30 days from the date of issue of this letter, the approval accorded to your Institution will be liable to be withdrawn. It may also be noted that:

(a) If the institution fails to comply with the conditions of recognition or if it is found conducting affairs in a manner that leads to deterioration of academic standards, the UGC may withdraw its recognition.

(b) In case any information, documentary evidence submitted/produced by the University/institution is found to be false or fake at a later stage, the recognition of University/institution shall be withdrawn and the University/Institution concerned shall be solely responsible for the career of the students enrolled.

Yours faithfully,  
  
Dev Kant Rao  
Dy Director

Copy to:

1. The Director, School of Distance Education, University of Kerala, Thiruvananthapuram-695034, Kerala
2. Secretary, Department of Higher Education, Govt of Kerala, 3rd Floor, Secretariat Annex, Statue, Thiruvananthapuram, Kerala
3. Member Secretary, AICTE, 7<sup>th</sup> floor, Chanderlok building, Janpath, New Delhi 110001
4. Shri Anant Kumar Singh, Joint Secretary, Department of Higher Education, MHRD, Govt of India, Shastri Bhawan, New Delhi - 110015.
5. Concerned file
6. Master file
7. Webmaster for updating website



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
*An Autonomous Institution of the University Grants Commission*

## *Certificate of Accreditation*

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

Date: March 02, 2020



*Sumanidai*  
Director

*Prakash*  
REGISTRAR  
IN CHARGE



Phone: 0471-2305631  
Fax: +91-471-2307158  
E-mail: [regrku@gmail.com](mailto:regrku@gmail.com)



## UNIVERSITY OF KERALA

**Thiruvananthapuram, Kerala, India-695034**

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

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

### UNDERTAKING

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

  
Registrar (i/c)



Phone: 0471-2305631  
Fax: +91-471-2307158  
E-mail: [regrku@gmail.com](mailto:regrku@gmail.com)



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15.10.2020

  
PRASAD  
REGISTRAR  
IN-CHARGE  
REGISTRAR





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



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



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

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



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

**GOVERNMENT OF KERALA**

**Law Department**

**NOTIFICATION**

No. 3878-FI/72/Law

Dated, Trivandrum, 27th July, 1974/  
Sravana 5, 1896.

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

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

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

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

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

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

**CHAPTER I**  
**Preliminary**

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

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

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

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

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

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

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

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

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

- (21) “Senate” means the Senate of the University;
- (22) “State” means the State of Kerala;
- (23) “Statutes”, “Ordinances”, “Regulations”, “bye-laws” and “rules”, means respectively the “Statutes”, “Ordinances”, “Regulations”, “bye-laws” and “rules” of the University;
- (24) “student” means a part-time or full-time student receiving instruction or carrying on research in any of the colleges or recognized institutions;
- (25) “Students’ Council” means the Students’ Council of the University;
- (26) “Syndicate” means the Syndicate of the University;
- (27) “teacher” means a principal, professor, associate professor, assistant professor, reader, lecturer, instructor or such other person imparting instruction or supervising research in any for the colleges or recognized institutions and whose appointment has been approved by the University;
- (28) “teacher of the University” means a person employed as teacher in any institution maintained by the University;
- [(28A) “un-aided college” means a private college which is not entitled to any financial assistance from the Government or the University;]<sup>3</sup>
- (29) “University” means the University of Kerala constituted under this Act;
- (30) “University area” means the area to which the jurisdiction of the University extends under sub-section (1) of section 4;
- (31) “University Fund” means the Kerala University Fund established under sub-section (1) of section 45;
- (32) “Vice-Chancellor” means the Vice-Chancellor of the University.

## CHAPTER II

### The University

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

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

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

- (2) The University shall have perpetual succession and a common seal, and shall and be used by the said name.
- (4) *Territorial limits*:- (1) The jurisdiction of the University shall extend to the Revenue Districts of Trivandrum, Quilon, Alleppey, Kottayam, Idukki and Ernakulam of the State.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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





UNIVERSITY OF KERALA  
(Abstract)

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

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

ACADEMIC A. II. SECTION

No. Ac. A II /2/25/2017

Thiruvananthapuram, Dated : 28.12.2019.

Read :- 1. U.O of even number dated 26.10.2017.

2. Note dated 23.12.2019 from the Director, School of Distance Education, University of Kerala.

ORDER

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

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

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

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

Orders are issued accordingly.

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

Copy To:-

1. The PS to VC / PVC
2. PA to Registrar/ CE / FO
3. The Director, SDE / IQAC / Computer centre
4. JR [Exams II] / DR [Exams I] / DR [CSS]
5. AR [BA Annual I] / [Annual II] / AR [B.Sc.] / AR VIII[B.Sc.] / AR [B.Com.]
6. Ac. I / Ac. II / Ac. A III / IV / V / Ac.D
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Forwarded / By Order

SECTION OFFICER

**UNIVERSITY OF KERALA**  
**School of Distance Education**  
**Master of Library and Information Science (M.L.I.Sc)**  
**PROGRAMME PROJECT REPORT**

**1. University of Kerala**

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

**2. The School of Distance Education**

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

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

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

### **3. Details of the Proposed MLISc Programme**

#### **Programme's Mission & Objectives**

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education to all, the programme Master of Library and Information Science (M.L.I. Sc) provide a meaningful educational experience that meets current and emerging library, information and technology needs, and prepares students for productive roles in a variety of continually evolving information environments, or to continue their education.

- To acquaint the students with the various aspects of information, knowledge and communication.
- To acquaint the students with the various techniques of information storage and retrieval.
- To give students a detailed knowledge relating to national and international information systems and techniques of designing various types of information system
- To acquaint the students with various facts of information technology and to make them proficient in using the IT devices for the routine operations in a library.
- To equip the students in research methods and research methodology.

#### **Relevance of the Programme with HEI's Mission and Goals**

Sc in the distance mode will be a feeder programme for the M.Phil and Ph.D programmes offered by the university, and it follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala. The M.L.I.Sc program in the distance learning mode would have the same curriculum as that of the regular mode and hence would be at par with the regular program of the University.

## **Nature of Prospective Target Group of Learners**

MLISc programme has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges and university departments.

- Graduate in library science pass outs who are seeking higher position at library profession.
- Those who need higher education such as M.Phil and PhD.
- Those who like to be a library professional at various national or international organizations.
- Graduates seeking professional growth.

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

## **Appropriateness of Programme to be Conducted in Open and Distance Learning Mode to Acquire Specific Skills and Competence**

The M.L.I.Sc programme will see to ensure the following skills and competences in the learners. The M.L.I.Sc programme will see to ensure the following skills and competences in the learners.

1. Understanding Library: Knowledge of the philosophy and techniques of library service
2. IT Skills: The ability to use computer applications.
3. Software Skills: The ability to familiar with library automation softwares. And also understand various digital library softwares.
4. Library Management: The ability to manage all the activities of libraries.
5. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
6. Research Skills: Acquiring fundamental skills on research methods including data analysis and interpretation.
7. Doing Research: understand and use basic research tools, develop questions and topics worth researching, incorporate research into writing

## Instructional Design:

Se mes ter		Course title	Marks (Internal)	Marks (External)	Total
	LISM51	Information Knowledge and Communication	25	75	100
I	LISM52	Information Processing and Retrieval	25	75	100
	LISM53	Information Technology Applications (Theory)	25	75	100
	LISM54	Information Technology Applications (Practical)	25	75	100
	LISM55	Information Systems and Services	25	75	100
		<b>Total</b>			<b>500</b>
	LISM56	Information Systems Management	25	75	100
II	LISM57	Research Methodology	25	75	100
	LISM58	Dissertation and Viva-voce examination	-	75+25	100
	LISM59	Technical communication	25	75	100
	LISM510	Statistical methods	25	75	100
		<b>Total</b>			<b>500</b>

### Procedure for admissions, curriculum transaction and evaluation:

Application for admissions is received online. Eligibility for admission to M.L.I.Sc is a pass in B.L.I.Sc degree of any other university recognized as equivalent thereto.

The curriculum is transacted in distance mode with the help of SLMs and contact classes. Evaluation is continuous. 25 marks set apart for internal assessment for each paper. These 25 marks are apportioned as 5 marks for attendance, 10 marks for test papers and assignments' and 10 marks for seminar presentation. The terminal examination in each paper is of three hours duration and carries 75 marks. Again, 75 marks set apart for dissertation and 25 marks for viva-voce.

**Fee structure:** Rs 9775/- for entire programme.

### Academic Calendar

ADMISSION	
Admission Notification	First week of June

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

### Financial Assistance

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

### Requirement of the Laboratory Support and Library Resources

Students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity. The SDE has a separate Library facility.

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

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for MLISC programme (100 students)
01	Pay and Allowance	435.00	360000
02	Contact classes and evaluation	80.00	15350
03	Course materials	100.00	19240
04	Advertisement charges	25.00	4800
05	Postage and telephone	7.4	1423
06	Books and Periodicals	3.5	673
07	Miscellaneous	9.95	1914
	Total	660.85	403400
	Provisions (6%)		24204
	Total		427604
			Cost per student/year=Rs.4276

### Quality Assurance Mechanism

Quality is monitored through a continuous assessment system. The program is divided into

courses and each course with an end semester examination for 75% of weightage. The remaining 25% is assigned 5 for attendance, 10 for test papers and assignments and 10 marks for seminar presentation. The distance learning program would be monitored continuously by fulltime faculty in Library and information Science available under school of distance education. The faculty members will continuously interact with students on strengthening the learning process.

### Expected Programme Outcome

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

- Develop the capacity to maintain a full-fledged library.
- Motivate the awareness of library
- Eligible for higher studies in library science
- Develop an understanding of various library management tools
- Eligible for applying national and international jobs in Libraries
- Develop self-confidence and awareness of general issues prevailing in the society
- Use library digital management system
- Process information by effective use of IT tools

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

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

  
**REGISTRAR**  
IN CHARGE  


**UNIVERSITY OF KERALA**  
**School of Distance Education**  
**Master of Business Administration (MBA)**  
**PROGRAMME PROJECT REPORT**

**a. Programme's mission & objectives**

**Mission**

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

**Objectives**

- i. To provide advanced learning on the concepts of management in the functional areas of Finance, HRM, Marketing, Operations, Logistics etc.
- ii. To impart problem solving skills through internalization of managerial concepts and analysis of cases.
- iii. To create managers of resources and organisations with the required competencies.

**b. Relevance of the program with HEI's mission goals**

MBA program would foster quality higher education that inspires to create responsible citizens for the nation and the world at large. The program would focus on the higher learning environment in the state of Kerala and would strive to use the huge talented graduate manpower so as to enable them to acquire managerial skills and application oriented skills that would help them to enrich their competencies. The distance learning mode for MBA would help learners to draw live examples from their work or organizational environment and use information inputs from the learning context to sharpen their skills.

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

**c. Nature of prospective target group of learners**

- Managers of medium and large scale organisation in the public and private sector who work in the functional areas of HRM, Marketing, Operations, ,Financial , Systems, Media, international business management, ,Logistics and supply chain management, Travel and tourism management.
- Entrepreneurs who are involved in tiny, small and medium enterprises
- Individuals who intend to set up their own enterprises in the form of startups.
- Managers and supervisors of NGO's, local authority, Government organisations, professional bodies.
- Graduates seeking professional growth.

**d. Appropriateness of programmes to be conducted in open and distance learning made to acquire specific skills and competence.**



### **MBA (Semester I and II)**

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

### **MBA (Semester III & IV)**

A total of five different electives are offered as given below:

1. Financial Management
2. Marketing Management
3. Human Resources Management
4. Operations Management
5. Systems Management

The students opting for dual specializations will have to choose a minimum of three courses from each elective. Students will also be given the option of choosing all the seven courses from a single elective. Dual specialization certificate to be issued by the University once the candidate applies for the same with a specified fee to the University.

#### **1. Finance**

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

#### **2. Marketing**

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

#### **3. HRM**

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

#### **4. Operations Management**

Understanding the newest production oriented benchmarks such six sigma, TQM, BPR etc, skills in advanced project management techniques, advanced maintenance management techniques.

#### **5. Systems**

Creating information systems, databases management system, developing a systems management approach, information support for the functional areas of management.

## e) Instructional design

### i) Curriculum design

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

### ii) Programme details (syllabus)

#### **I SEMESTER**

MGT 101	Principles and practice of Management	25	75	100
MGT 102	Managerial Economics	25	75	100
MGT 103	Business Communication and soft skills	25	75	100
MGT 104	Accounting for Managers	25	75	100
MGT 105	Organisational Behaviour	25	75	100
MGT 106	Quantitative Techniques	25	75	100
MGT 107	Business Environment and Ethics	25	75	100

(CA- Continuous Assessment in Marks, ESA- End Semester Assessment in Marks, Total in Marks)

#### **II SEMESTER**

CODE	SUBJECT	CA	ESA	TOTAL
MGT 201	Business Law	25	75	100
MGT 202	Operations Research	25	75	100
MGT 203	Human Resources Management	25	75	100
MGT 204	Marketing Management	25	75	100
MGT 205	Financial Management	25	75	100
MGT 206	Operations Management	25	75	100
MGT 207	Research Methods for Managers	25	75	100
		175	525	700

### **III SEMESTER**

CODE	SUBJECT	CA	ESA	TOTAL
MGT 301	Management Information System and Cyber Security	25	75	100
MGT 302	Environmental Management	25	75	100
MGT 303	Innovation Management	25	75	100
MGT 304	Business Analytics	25	75	100
	Elective –I	25	75	100
	Elective –II	25	75	100
	Elective-III	25	75	100
	Elective-IV	25	75	100
MGT 305	Internship and Comprehensive viva	50	50	100

### **IV SEMESTER**

CODE	SUBJECT	CA	ESA	TOTAL
MGT 401	Strategic Management	25	75	100
	Elective -I	25	75	100
	Elective -II	25	75	100
	Elective –III	25	75	100
MGT 402	Project/ Independent Research Study (IRS)	0	100	100
MGT 403	Comprehensive viva voce	0	100	100
		100	500	600
	Grand Total for all the semesters	700	2200	2900

**Note:**

The students will have to choose a minimum of three papers each from the two electives of their choice. In the case of papers that are common to two electives, students may decide under which elective that common paper should be considered and accordingly choose another paper from the other elective to make up for the papers required from an elective for dual specialization.

**MBA PROGRAMME – ELECTIVES**  
**I HUMAN RESOURCES MANAGEMENT**

**III Semester**

- 3H1 Training and Development
- 3H2 Organizational Change and Development
- 3H3 Team Building
- 3H4 Stress Management and Counseling
- 3H5 Career Management
- 3H6 Participation Management
- 3H7 Performance Management

**IV Semester**

- 4H1 Compensation Management
- 4H2 Industrial Relations and Labour Law
- 4H3 Global Human Resources Management
- 4H4 Strategic Human Resources Management
- 4H5 Managing Diversity in Work Place

**II MARKETING MANAGEMENT**

**III Semester**

- 3M1 Customer Behaviour
- 3M2 Integrated Marketing Communications (IMC)
- 3M3 Marketing Research
- 3M4 Services Marketing
- 3M5 Product and Brand Management
- 3M6 Rural Marketing
- 3M7 Sales and Distribution Management

**IV Semester**

- 4M1 International Marketing
- 4M2 Retail Management
- 4M3 Strategic Marketing Management
- 4M4 Logistics and Supply Chain Management
- 4M5 Digital Marketing

## **III OPERATIONS MANAGEMENT**

### **III Semester**

3OM1 Supply Chain and Logistics Management

3OM2 Six Sigma and TQM

3OM3 Healthcare Management

3OM4 Services Operations Management

3OM5 Facilities and Locations Management

3OM6 Advanced Project Management

3OM7 Advanced Maintenance Management

### **IV Semester**

4OM1 Business Process Reengineering

4OM2 World Class Manufacturing

4OM3 Technology Management and Excellence

4OM4 Strategic Operations Management

4OM5 Innovation Management and New Product Development

## **IV FINANCIAL MANAGEMENT**

### **III Semester**

3F1 Financial Markets and Services

3F2 Project Finance

3F3 Strategic Financial Management

3F4 International Finance

3F5 Behavioural Finance

3F6 Personal Finance

3F7 Security Analysis and Portfolio Management

### **IV Semester**

4F Corporate Taxation

4F2 Management Control System

4F3 Financial Derivatives

4F4 Risk Management

4F5 Corporate Restructuring

## **V SYSTEMSMANAGEMENT**

### **III Semester**

3S1 Software Analysis and Design

3S2 Software Engineering

3S3 Software Project Management

3S4 Enterprise Resource Planning

3S5 Simulation for Managers

3S6 Social Media in Business

3S7 E-Business

### **IV Semester**

4S1 Artificial Intelligence – Applications in Business

4S2 Knowledge Management

4S3 e- CRM

4S4 E- Governance

4S5 Business Intelligence and Data Warehousing

### **iii) Duration of the programme**

Four Semesters, two years offered in the month of August

### **iv) Faculty and support staff requirement**

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

### **v) Instructional delivery mechanism**

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

### **vi) Student support service systems at SDE**

(a) Information Centre, (b) Library with good collection of books and journals (c) Wi-Fi connectivity, (d) Counselling, (e) Students feedback, (f) Placement cell, (g) Students Grievance Redressal Cell, (g) Alumni Association, (i) Women's Cell, (j) Research Cell, (k)

Post Office , (l) Snack bar and Refreshment Centre, (m) Restrooms, (n) Reprographic centre, (o) Drinking water etc.

**f) Procedure for admissions, curriculum transaction and evaluation**

***i) Admission Procedure***

The candidate desirous of pursuing the MBA (Distance Education) Degree programme will have to apply to School of Distance Education in order to qualify for admission. They will have to undergo group discussion (GD) and interview at School of Distance Education. There will be a representative of the University from the Institute of Management in Kerala in the GD and interview and the list needs to be forwarded to the University before the student registers for the I semester examination. The split up of the weightage for the three components shall be as follows:

Admission Criteria	Weightage
Marks obtained in qualifying degree	80
Group Discussion	10
Interview	10
Total	100

The admission should be as per the guidelines of Distance Education Bureau, UGC, Government of India.

***ii) Minimum eligibility for admission***

Candidates seeking admission to the MBA (Distance Education) programme must have passed the BA/BSc/BCom degree examination of the University of Kerala or one recognized by the University as being equivalent thereto, with not less than 50% marks in the aggregate in part III, and for all other degrees of the University of Kerala, or one recognized by the University as being equivalent thereto, 50% marks in aggregate. For SC/ST students, a mere pass in the qualifying degree is enough. However, those candidates having more than 5 years supervisory experience will be given concession of 3% in their qualifying marks.

**Fee Structure**

The fee for the course is Rs.41175 /-.Tuition fee is waived for students belonging to eligible categories.

**i) Financial assistance**

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

**ii) Programme delivery**

The programme is being delivered with the help of SLM and Personal Contact programmes. The SLM is being dispatched to the students during each semester by hand or by post. And,

at the end of each semester assignments are given and the marks are included in the ESE. The use of web-based tools is not in place yet, but steps are being initiated.

iii) Academic calendar

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

### Examination and Result

Regular end semester examination of three hours duration will be conducted for the courses at the end of each semester by the University. The University will issue the semester mark list after each semester examination and final consolidated mark list showing the marks scored in all the four semesters after the successful completion of the MBA (Distance Education) Degree programme.

For each course, the end semester examination will carry 80 marks while the internal assessment will be done for 20 marks. Thus the total marks for each subject shall be 100 marks. The components of internal assessment and the marks for each will be as follows:

Assignments/case analysis	15marks
Seminars and discussions	10marks
<b>TOTAL</b>	<b>25marks</b>

If a student has shortage of attendance in a particular course, he/she will be allowed to repeat the course once to make up for the shortfall in the attendance. There will be no provision for improving the marks scored in the end-semester examination. Semester examinations for MBA (Distance Education) degree course for each course shall be conducted only once in a year. Candidates for MBA (Distance Education) programme shall be eligible to undergo the



course of study in the next semester and take the examinations of that semester, irrespective of the results of the examination of the previous semester provided they have completed all the formalities of attendance, payment of all fee due to the university, and registration for examination in the earlier semester. A candidate who has failed in any course, however, shall be given a maximum of two additional chances for securing a pass in that course.

Students pursuing MBA programme through the distance education mode will have to undertake a mini project after the completion of second semester and before the start of the third semester. The project should be application oriented based on a contemporary theme and should provide ample scope for applying the knowledge acquired by the student in research methods and quantitative tools during the first two semesters. The criteria for evaluation will be as detailed below:

External Evaluation 50 marks (by the University)

Criteria	Marks
Final Report	30
Mini project viva-voce	20
<b>TOTAL MARKS</b>	<b>50</b>

Internal evaluation 50 marks (by SDE)

Criteria	Marks
Application of concepts learnt	10
Analysis and use of quantitative tools	10
Oral presentation	30
<b>TOTAL MARKS</b>	<b>50</b>

Time-limit for the Completion of Programme

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

Classification of Successful Candidates

A candidate who secures not less than 50% in the end-semester examination subject to a minimum of 50% of the aggregate of internal assessment and end-semester examination together will be declared to have passed the examination.

The division of pass will be based on the aggregate marks of all the continuous assessments and university examinations in the four semesters put together. Candidates who have secured 50% marks and above but below 60% of total marks for all the courses in the four semesters shall be declared to have passed in second class. Candidates who have secured 60% marks and above but below 75% of total marks for all the courses in the four semesters shall be declared to have passed in first class, and

Candidates who obtain 75% marks and above of the total marks for all the courses in the four semesters in first attempt shall be declared to have passed in first class with distinction.

### Project Report

During the fourth semester, every student of MBA (Distance Education) programme is required to undertake a project of a problem centered nature under the guidance and supervision of a member of the faculty and the report on the same has to be submitted before the commencement of the fourth semester university examination. The contact hours required for the completion of the project is notionally fixed at 160 hours distributed over a continuous period of two months. Students shall be deputed for the project work immediately after the completion of the fourth semester class work. Those who would like to undertake independent research study need to get the title approved by the supervisor and the same be undertaken under the close supervision of the supervisor at the institution concerned and will have to maintain attendance at the department. The project work and report will be evaluated for 200 marks. There will be external evaluation for the project and report. The external evaluation for 100 marks will be conducted by examiners duly appointed by the University for the purpose. Out of the total 200 marks, 100 marks will be awarded for viva-voce and 100 marks for the report. In case if a candidate fails in the project report evaluation, he/she will be allowed to attend the viva voce with the same project report next year. In case if the candidate fails to pass in that attempt, he/she will have to repeat the project work.

### Comprehensive Viva-voce

There will be a comprehensive viva-voce at the end of the fourth semester carrying 100 marks. The University will constitute a Board of Examiners for conducting both the project viva- voce and the comprehensive viva-voce. Students securing less than 50 marks in the comprehensive viva-voce will have to repeat the same during the next year. Such students will be given a total of three chances to clear the same.

### **g) Requirement of the laboratory support and library resources**

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

### **h) Cost estimate of the programme and the provisions**

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for MBA programme (300 students)
01	Pay and Allowance	435.00	985900

02	Contact classes and evaluation	80.00	307450
03	Course materials	100.00	134400
04	Advertisement charges	25.00	33600
05	Postage and telephone	7.4	9800
06	Books and Periodicals	3.5	4550
07	Miscellaneous	9.95	13300
	Total	660.85	1389000
	Provisions (6%)		83340
	Total		1472340
			Cost per student/ year=Rs.4908

### i) Quality assurance mechanism and expected programme outcomes

Quality is monitored through a continuous assessment system. The program is divided into courses and each course with an end semester examination for 75% of weightage. The remaining 25% is assigned for assignment and seminars and discussions (15 marks for assignment and 10 marks for seminars and discussions)

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

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

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

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



REGISTRAR  
IN-CHARGE



**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Master of Commerce (Finance)**  
**PROGRAMME PROJECT REPORT**

**1. University of Kerala**

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

**2. The School of Distance Education**

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

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

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

### **3. Mission & Objectives of M.Com Programme**

#### **Mission**

The post graduate programme in Commerce (M.Com) has been designed to provide high quality, relevant business education to B Com/ BBA/BBM graduates with diverse socio economic backgrounds intending to develop their skills and knowledge in business, as well as those who wish to broaden their undergraduate business degree, with a holistic concern for better life, environment and society.

#### **Objectives**

1. To enable every student to cope up with the latest developments in business and accounting in the contemporary, national and global level through effective transaction of the curricular and co-curricular aspects.
2. To produce commerce post graduates with the required skills, problem solving ability and professionalism essential for being successful.
3. To ensure all- round development of the students' personality through proper education and exposure to the vast treasure of knowledge.
4. To provide exposure to learners in the latest trends in the branch of Commerce, and competence and creativity to face global challenges.
5. To develop entrepreneurship and managerial skills in students so as to enable them establish and manage their business establishments.
6. To facilitate students with skills and abilities to become competent and competitive to be assured of good careers and job placements.

#### **4. Relevance of M.Com Program with HEI's Mission and Goals**

The mission and goal of the University of Kerala is to incorporate the changes in the syllabus and curriculum of all its academic programmes on time. Towards this end, the University used to revise the syllabus and curriculum for its UG and PG programmes once in every three years. The M Com programme being offered through distance mode closely aligned with the vision and mission of the same programme offered through regular mode in the University.

Further, M Com in the distance mode follows the same syllabus and curriculum of the programme in the regular mode of the University offered through its affiliated colleges.

### **5. Nature of Prospective Target Group of Learners**

M.Com programme has been designed to meet the expanding needs in Commerce education at all levels and provide necessary manpower to business, industry, service and government and private sectors in the areas like accounting, finance, taxation etc. As a substantial share of the M.Com aspirants in Kerala are outside the regular mode of education through the affiliated colleges, it is hoped that the programme offered through the distance mode of the university will be an advantage for those who could not join regular colleges owing to constraints such as eligibility for enrolment, age of entry, time and place etc. Further, the target group of learners includes those from socially and economically disadvantaged groups (such as scheduled castes, scheduled tribes, fishermen, other backward communities, women, people below poverty line etc). Understanding the needs of the learners, we have structured our learning material and induction programmes to lead the learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.

### **6. Appropriateness of Programme to Be Conducted in Open and Distance Learning Mode to Acquire Specific Skills and Competence**

Distance learning programmes are getting popularity in India and a large number of students desire to continue their studies along with their employment. Accordingly, about 120 universities in India have been recognised by the DEB of UGC for offering ODL programmes during 2016-17. Of these, more than 100 universities are offering M Com programme. This is because of the appropriateness of the programme to be conducted in ODL mode and ever increasing number of takers owing to the popularity of the programme.

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

1. All the courses in the programme are theory and/or problem based. So, no laboratory or experiment is needed to impart the skills and competence required for the programme.
2. The specific skill and competencies required for an M.Com student can be imparted to a great extent through SLMs prepared with the approach of self-explanatory, self-contained, self-directed, self motivating and self-evaluating.
3. Availability of large volumes of study material on the various courses of the M Com programme in the Internet or websites of the UGC or Universities in the form of notes in word/PDF format, PPTs, videos etc, and the counselling hours earmarked per course are considered sufficient to impart the required skill and competencies for the programme.
4. The Programme is designed to impart necessary teaching skills among students by educating them with the diverse theories, models, approaches and intellectual traditions in commerce
5. The programme practices the students in academic writing and equally helps the m to improve their presentation skills through mandatory assignments and seminars.

## 7. Instructional Design

### Curriculum Design

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

### 8. Programme Details

Semester	Course Code	Title of Course	Maximum Marks		
			CA	ESA	Total
I	CO2 11	Contemporary Management Concepts and Thoughts	25	75	100
	CO2 12	Management Information System	25	75	100
	CO2 13	Research Methodology	25	75	100
	CO2 14	Planning and Development Administration	25	75	100
	CO2 15	Advanced Corporate Accounting	25	75	100
		TOTAL	125	375	500
II	CO2 21	E -Business and Cyber laws		75	100
	CO2 22	Business Ethics and Corporate Governance	25	75	100
	CO2 223	Quantitative Techniques	25	75	100
	CO224	International Business	25	75	100
	CO225	Strategic Management	25	75	100
		TOTAL	125	375	500
III	CO2 21	Income tax Planning and Management	25	75	100
	CO2 22	Security Analysis and Portfolio Management	25	75	100
	CO2 23	Strategic Financial Management	25	75	100
	CO2 24	Advanced Cost and	25	75	100

		Management Accounting			
		TOTAL	100	300	400
IV	CO2 21	Indirect Tax Laws and practices	25	75	100
	CO2 22	International Finance	25	75	100
	CO2 23	Management Optimization Techniques	25	75	100
	CO2 24	Financial Statements- Interpretation and Reporting	25	75	100
		TOTAL	100	300	400
		Project Report/ Essay			100
		Comprehensive Viva			100
		<b>GRAND TOTAL</b>			2000

Notes:

1. CA: Continuous Assessment
2. ESA: End Semester Examination
3. The allocation of marks for each component of CA: 15 marks for Assignment and 10 marks for Test Paper

### **9. Duration of the Programme**

Four semesters spread over two years.

### **10. Faculty and Support Staff Requirement**

M Com programme is coordinated by a full time regular faculty member of the School of Distance Education. In addition to the coordinator, there are three more full time regular faculty members in the department of Commerce of the SDE. There is sufficient number of staff in the administrative and academic division of SDE for the administrative work involved in the smooth conduct of the programme. Apart from this, the SDE has a panel of experts and qualified external teachers approved by the University. Their services are used in the preparation of Self Learning Material, for engaging contact classes and for evaluation of answer scripts.

### **11. Instructional Delivery Mechanisms**

In addition to provide SLMs prepared in line with the UGC guidelines on preparation of SLMs, the students are offered contact classes at the head quarters of the School of Distance Education and at various Personal Contact Programme Centers during the weekend. There shall be at least fifteen instructional days in a semester and a minimum of ninety instructional hours. The personal contact programmes are being taken using audio visual aids, and students are encouraged to use web resources such as books, notes, videos etc.

### **12. Student Support Service Systems at SDE**

SDE provides the following students support services:

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



(o) Drinking water etc.

### **13. Procedure for Admissions, Curriculum Transaction and Evaluation**

#### **Admission**

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

#### **Minimum Eligibility for Admission**

Those who have not less than 45 per cent marks in part III optional or 4.5 CCPA out of 10 or 1.8 CCPA out of 4 in B Com finance, B Com Computer Application/ B.Com Cooperation/B Com Travel and Tourism (Vocational and Restructured) B Com Tax Procedure and Practices (Vocational and Restructured) B Com Actuarial Science Vocational/ B Com Office Management and Secretarial Practice/ B Com Hotel Management and Catering (Restructured)/ BBA/ BBS/BBM are eligible for admission to M Com Programme.

#### **Personal Contact Programme**

The students are offered personal contact programmes at the head quarters of the School of Distance Education and at various personal contact programme centers. There shall be at least fifteen instructional days in a semester and a minimum of ninety instructional hours.

#### **Evaluation**

Evaluation of each course shall be done in two parts viz, Continuous Assessment (CA) and End Semester Assessment (ESA). The distribution of marks shall be 25 per cent for Continuous Assessment and 75 per cent for End Semester Assessment. The allocation of marks for each component of CA is 15 marks for Assignment and 10 marks for Test Paper.

#### **Academic Calendar**

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

Course	Schedule
III and IV Semester	First week of April
I and II Semester	Second and Third week of April

#### 14. Fee Structure

The fee for the course is Rs.10,935/-(Rupees Ten thousand nine hundred and thirty five only).Tuition fee is waived for students belonging to eligible categories.

#### 15. Requirement of the Laboratory Support and Library Resources

SDE has a full- fledged computer lab facility for its students. The SDE has a separate Library with more than 28,000 books. There is a separate section in the library for Commerce and Management discipline with more than 4000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopyfacilities.

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

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for M.Com programme (2000 students)
01	Pay and Allowance	435.00	3348000
02	Contact classes and evaluation	80.00	614000
03	Course materials	100.00	768000
04	Advertisement charges	25.00	192000
05	Postage and telephone	7.4	56000
06	Books and Periodicals	3.5	26000
07	Miscellaneous	9.95	76000
	Total	660.85	10606000
	Provisions (6%)		636360
	Total		11242360 Cost per student/ year=Rs.5621

#### 16. Quality Assurance Mechanism and Expected Programme Outcomes

##### Quality Assurance Mechanism

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

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

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

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

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

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

The quality of the programme is monitored through a continuous assessment system. The entire program consists of eighteen courses and each course with an end semester examination for 75% of weightage. The remaining 25% is assigned for attendance and assignment (10% for attendance and 15% for assignment). Assignment topics are based on topics of contemporary relevance and cases drawn from real life situations in industry and commerce.

## **16.2 Expected Programme Outcomes**

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

- Develop an ability to teach Commerce for UG and PG programmes in Colleges and Universities or undertake research leading to MPhil or PhD in Commerce.
- Write competitive examinations for securing lucrative jobs as teachers, finance managers, officers in government or other public/ private sector etc.
- Appreciate importance of working independently and in a team
- Have exposure of complex commerce problems and find their solution
- Prepare business plans and projects effectively using quantitative and statistical techniques.
- Understand required analytical and statistical tools for financial and accounting analysis
- Develop an understanding of various commerce functions such as finance, accounting, auditing, taxation, investment analysis, financial analysis, project preparation and evaluation, and cost accounting
- Develop self-confidence and awareness of general issues prevailing in the society.

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



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**UNIVERSITY OF KERALA**  
**School of Distance Education**  
**Master of Science (Computer Science)**  
**Programme Project Report**

**(a) Programme's Mission and Objectives:**

**Mission**

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education to all, the programme M.Sc Computer Science aims at imparting knowledge in Software Development, and skills in using Computer Science in the post graduate level.

**Objectives**

- To develop an interest in the candidates towards a career in academic and research, and to enable them with sufficient knowledge to become a competent academician.
- To equip the students with adequate exposure and skills to empower them to catch a deserving position in the software industry.
- To develop an interest in promoting the use of Computer Science for the positive development of our society and the environment.
- To enable the students to contest for regional/national/international level competitive examinations.

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

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

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

**(c) Nature of prospective target group of learners**

M. Sc Computer Science programme has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges and university departments. This will join the attempt to democratising higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of learning, eligibility for enrolment and age of entry. The consideration is given to the low level of disposable income, rural dwellers, women, minorities etc.

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

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

The M.Sc Computer Science programme will see to ensure the following skills and competences in the learners.

1. IT Skills: The ability to conceive, design and write correct working computer programs in several different programming styles using a variety of compilers and development environments.
2. Software design : The ability to apply a software engineering process and take a project through the stages of the software cycle using design notations and software engineering tools selectively.
3. Analytical and Research: The ability to research, acquire, use and critically evaluate complex data.
4. Problem solving: The ability to solve problems by using mathematical and I.T. knowledge.
5. Creativity: Able to show creativity and innovation in solving unfamiliar problems.
6. Team Work: Combine with others to achieve tasks/goals.
7. Communication: The ability to communicate ideas and results clearly, concisely and effectively both orally, (by giving presentations), and in writing, for instance in the production of technical reports.

**Instructional Design:**

SE M	Course Code	Course Title	CA (Marks)	ES A (Marks)	Total
I	CS11	Computer Architecture	25	75	100
	CS12	Data Structures and Algorithms	25	75	100
	CS13	Mathematical Foundations of Computer Science	25	75	100
	CS14	Programming Paradigms	25	75	100
	CS15	Computer Networks	25	75	100
	CS16	Data Structures and Algorithms Lab	25	75	100
	CS17	JAVA Programming Lab	25	75	100

II	CS 21	Modern Operating Systems	25	75	100
	CS 22	Advances in Database Management	25	75	100
	CS 23	Object Oriented Analysis and Design	25	75	100
	CS 24	Graphics and Multimedia Systems	25	75	100
	CS 25	Optimization Techniques	25	75	100
	CS 26	Minor Project and seminar	50	50	100
	CS 27	Database and Web Programming Lab	25	75	100
III	CS31	Data Mining and Ware Housing	25	75	100
	CS32	Distributed Systems and Cloud Computing	25	75	100
	CS33	Information Security	25	75	100
	CS34	Compiler Design	25	75	100
	CS35	Elective I	25	75	100
	CS36	Network Administration Lab	25	75	100
	CS37	Distributed Computing Lab	25	75	100
IV	CS41	Research and Technical Writing	25	75	100
	CS42	Elective II	25	75	100
	CS43	Major Project	100	100	200
	CS44	Comprehensive Viva Voce		100	100
		Total			2600
Elective I					
Digital Image Processing					

**(f) Duration of the programme**

4 Semesters, two years.

**(g) Faculty and support staff requirement**

There is three full time faculty members available and one of them coordinates the M.Sc

Computer Science Programme. There is sufficient staff support from the SDE for processing administrative work. The service of qualified guest teachers and experts from panels approved by the Vice Chancellor are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

**(h) Instructional delivery mechanisms**

In addition to providing Self Learning Material, students are offered 240 contact hours each semester, conducted over 40 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use web resources. A repertoire of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis from this academic year onwards.

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

Application for admissions are received online. Eligibility for admission to Candidates for admission to M Sc Programme in Computer Science should have passed

(i) A Degree course with minimum 3 years duration after 10+2 with not less than 50% marks or 2 CGPA[S] out of 4 in Computer Science/Computer Application/Electronics as main or an equivalent Degree recognized by the University of Kerala for the purpose.

(ii) Any science degree with minimum 3 years duration after 10+2 with not less than 50% marks or 2 CGPA[S] out of 4 with Computer science/Computer application as one of the main/subsidiary/core subject. Candidate shall meet all other requirements in the prospectus published by University time to time.

**(j) Academic Calendar**

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



### **(k) Fee structure**

The fee for the course is Rs.13,770/- (Rupees Thirteen thousand seven hundred and seventy only). Tuition fee is waived for students belonging to eligible categories.

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

**(m) Curriculum Transaction:** Curriculum is transacted in the Distance Mode with the help of Self Learning Material and Personal Contact Classes. The use of web-based tools is not in place yet, but steps are being initiated.

**(n) Evaluation:** Assessment is continuous and end semester.

Continuous Assessment requires the submission of one assignment and one Test Paper for each course carrying 10 marks each and 5 marks is given for attendance.

End Semester Examinations are conducted by the Controller of Examinations, University of Kerala. The written exams carry 75 marks per paper.

### **(o) Requirement of the laboratory support and Library Resources:**

A well equipped lab is provided for conducting IT courses. It has continuous internet connectivity. Printed lab manuals are provided to students. Faculty and programmers will guide the students to carry out their lab work. They can access online resources from the lab.

1. **System Specification:** The computer lab at SDE has 50 Computers and Network

Technology well equipped with High end i3 Processors. The recent version of Ubuntu (16.10) Operating System provides hands on experience for students. The lab hosts a campus net line which helps the students to update themselves with the recent trends in the industry, with online UPS and special furniture for Computer users. The Lab is provided with an LCD projector with all necessary peripherals to enhance the quality of teaching and learning. The lab has also a Canon 6230 dn network printer.

Desktop Computer (Acer Veriton M200-H81) RAM-4GB DDR 3 RAM Hard Disk-1 TB  
Preloaded with Ubuntu Linux 16.10

2. **Power- UPS**

The back up from two 5 KVA online UPS (30 Minutes back up) supports the machines in the lab and network technology. Single phase AC input (170-250V) and Single phase AC output (230V) and 30 Minutes back up time. The main network switch is placed in the ground floor.

3. **Networking**

The lab hosts the Campus net line (100 mbps Unmanaged Networking facilities for each and every 50 Computers). The Security is ensured by Computer Centre of University of Kerala.

The SDE has a separate Library with more than 28,000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library

currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

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

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for M. Sc Computer Science programme (150 students)
01	Pay and Allowance	435.00	360000
02	Contact classes and evaluation	80.00	46050
03	Course materials	100.00	57600
04	Advertisement charges	25.00	14400
05	Postage and telephone	7.4	4200
06	Books and Periodicals	3.5	1300
07	Miscellaneous	9.95	5700
	Total	660.85	489250
	Provisions (6%)		29355
	Total		518605 Cost per student/ year=Rs.3457

**(p) Quality assurance mechanism and expected programme outcomes**

The University Board of Studies for PG Computer Science approves and reviews the syllabus, course content, and the Self Learning Material of M. Sc Computer Science offered in the distance mode also. The overall ensuring of quality will be closely monitored by the Centre for Internal Quality.

**(q) Expected Programme Outcomes:** After completing the course students will

- Learn and gain an integrated set of IT skills.
- Learn the theoretical and practical knowledge required to design large and complex Computer applications.
- Embrace future developments in the field and retain professional relevance.
- Build a strong foundation of computer system and Information Technology.
- Gain dexterity in advanced programming languages and build sophisticated software for wide area of applications.
- Work with high end applications in Internet Technologies.
- Acquire the managerial ability required to analyse, design, develop and maintain software development

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

  
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**UNIVERSITY OF KERALA**  
**School of Distance Education**  
**Master of Science (Mathematics)**  
**PROGRAMME PROJECT REPORT**

## **1. Program's Mission and Objectives**

### **Mission**

In keeping with the overall mission of the School of Distance Education, University of Kerala; the department is committed to providing a variety of courses designed to help students acquire an understanding of mathematics including their use and abuse, along with making students to become quantitatively literate citizens.

### **Objectives**

- To provide adequate knowledge of mathematics to enable students to pursue a mathematical career.
- To develop the ability to work both independently and collaboratively on mathematical problems.
- To maintain the program-specific applicability of these courses, by consulting with faculty from the appropriate disciplines and by monitoring student development of knowledge and skills within the application area.
- To develop the ability to use contemporary mathematical software.

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

Offered in the distance mode, MSc Mathematics will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focused, quality and cost conscious but socially responsible education. MSc Mathematics in the distance mode follows the same syllabus and curriculum of the program offered in the regular mode through the affiliated colleges of the University of Kerala.

## **3. Nature of prospective target group of learners:**

MSc program in Mathematics has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges. This will join the attempt to democratising higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of learning, eligibility for enrolment and age of entry. We strive to maintain a culture of inclusion so as to provide high quality educational experience to learners irrespective of caste, creed, region or gender in a cost effective way. Our target group includes learners from socially and economically disadvantaged groups. Understanding the needs of the learners we have structured our learning material and induction programs to lead the learners through the threshold of higher education, and lead them through the course of the program and the final evaluation.

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

The MSc Mathematics program will see to ensure knowledge, skills and competences in the learners. The specific learning outcomes of the program are given below:

- Comprehensive knowledge in mathematical theory at an advanced level.
- Ability to use theoretical and empirical methods to analyse mathematical issues.
- Exposure to various quantitative techniques which are essential to analyse mathematical issues.
- Analyse existing mathematical models and evaluate their relevance for practical problem solving.
- Planning and carrying out applied work and research projects in mathematics.
- Critical thinking capacity.
- Capability in using mathematics for the purpose of research.

**5 Instructional Design:**

Semester	Course Code	Title of Course	Maximum Marks		
			CA	ESA	Total
I	MM 211	Linear Algebra	25	75	100
	MM 212	Real Analysis I	25	75	100
	MM 213	Differential Equations	25	75	100
	MM214	Topology I	25	75	100
II	MM221	Algebra	25	75	100
	MM222	Real Analysis II	25	75	100
	MM223	Topology II	25	75	100
	MM224	Computer Programming in C++	25	75	100
III	MM231	Complex Analysis I	25	75	100
	MM232	Functional Analysis I	25	75	100
	MM 233	Elective I	25	75	100
	MM 234	Elective II	25	75	100
IV	MM241	Complex Analysis II	25	75	100
	MM242	Functional Analysis II	25	75	100
	MM 243	Elective III	25	75	100
	MM 244	Elective IV	25	75	100
	MM245	Dissertation		80+20(viva)	100

		Comprehensive Viva		100	100
		<b>GRAND TOTAL</b>			1800

CA: Continuous Assessment, ESA: End Semester Examination

The details of the open and elective courses are given below with one among the following.

Semester	Paper code	Title of the Paper
3	MM233	Operations Research
3	MM234	Graph Theory

Semester	Paper code	Title of the Paper
4	MM243	Coding Theory
4	MM244	Analytic Number Theory

## 5. Duration of the program

Four semesters, two years.

## 6. Faculty and support staff requirement

M.Sc Mathematics is coordinated by a full time regular faculty member

.There is one more full time faculty member on contract basis. There is sufficient number of staff in the School of Distance Education office for the administrative work involved in the smooth conduct of the program. Moreover the School of Distance Education has a panel of experts and qualified external teachers approved by the Honorable Vice Chancellor of Kerala University. Their services are used in the preparation of Self Learning Material, for engaging contact classes and for evaluation of answer scripts.

## 7. Instructional delivery mechanisms

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

## 8. Procedure for admissions, curriculum transaction and evaluation :

Applications for admission are received online. Detailed information regarding admission is available in the website of SDE and admission notifications are issued in leading national and regional dailies.

Eligibility for admission to MSc Mathematics, as per university norms is graduation in Mathematics (B.Sc. with Mathematics or Statistics as Core Course securing not less than 5.5

CCPA(S) \* out of 10( for graduates who have passed qualifying examination in CBCS pattern - 2013 admissions)or B.Sc. with Mathematics or Statistics as Core Course securing not less than 2.2 CGPA(S) \* out of 4 (for for graduates who have passed qualifying examination in CBCS pattern prior to 2013 admissions) or B.Sc. with Mathematics or Statistics as optional Main subject under Part III scoring not less than 55% marks ( for graduates who have passed qualifying examination in Annual scheme / other pattern) /B.Sc. Optical Instrumentation (Vocational), Instrumentation ( Vocational), Industrial Chemistry (Vocational) / Electrical Equipment Maintenance (Vocational), Computer Applications( Career Related/Vocational ).

## 9. Fee Structure

The fee for the course is Rs.11,880/-(Rupees Eleven thousand eight hundred and eighty only).Tuition fee is waived for students belonging to eligible categories.

## 10. Academic Calendar

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

## 11. Financial Assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST

department as per the rules laid down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

Detailed time schedule of contact classes and dates of spot distribution of SLM will be announced in the Press release by the University (available in the Website / published in all leading regional Newspapers). Besides this, SMS alerts are also given to the students regarding important dates like dates of contact classes, last date of payment of tuition fee, last date for submission of application for examination, etc.

## 12. Requirement of the laboratory support and Library Resources:

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

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

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

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for M.Sc Mathematics programme (400 students)
01	Pay and Allowance	435.00	1069600
02	Contact classes and evaluation	80.00	122800
03	Course materials	100.00	153600
04	Advertisement charges	25.00	38400
05	Postage and telephone	7.4	11200
06	Books and Periodicals	3.5	5200
07	Miscellaneous	9.95	15200
	Total	660.85	1416000
	Provisions (6%)		84960
	Total		1500960 Cost per student/ year=Rs.3752

## 14. Quality assurance mechanism and expected program outcomes

The Board of Studies for M.Sc Mathematics constituted by the University of Kerala approves and reviews the syllabus, course content and the Self Learning Material of M.Sc Mathematics offered in the distance mode also. The overall ensuring of quality will be closely monitored by the Centre for Internal Quality Assurance, School of Distance Education.

## 15. Expected program outcomes:

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



- a. To develop the ability to analyze mathematical problems.
- b. To formulate the critical problems in daily life to mathematical model.
- c. Able to attend UGC-Net, CAT,CSIR and MAT etc
- d. Enable to apply for the post of Intellegence Beurou
- e. To optimize the man power in Military and other business areas
- f. To motivate research activities in various field in Mathematics , statistics, population and applied mathematics.
- g. To prepare for other eligible job areas in state and central govt.

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

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

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

**Mission**

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education to all, the programme Sociology aims at imparting an in-depth sociological knowledge (both theoretical and practical) in the post graduate level.

**Objectives**

- To help the students to understand the nature and character of sociological perspective.
- To familiarize the students with the critical exploration of the social processes, social issues and problems of society sociologically.
- To equip students with sociological imagination.

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

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

MA Sociology in the distance mode will be an advance programme for the students who are intend to do higher education. This programme is offered by the university, and it follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala.

**(c) Nature of prospective target group of learners**

Sociology programme in post graduate level has extensive demand, but only limited students can accommodated in the regular mode through university departments and colleges. Thus thorough the distance mode education a large segment of population can provide quality education not only in terms of quality, but also flexible in terms of methods, pace of learning, eligibility for enrolment and age of entry. Considering the requirements of the learners we have designed our self- learning material and programme to guide the learners for higher education.

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

The MA Sociology programme will perceive to ensure the following skills and competences in the learners.

1. **Theoretical skill** (Reading, analyzing and writing skill): To introduce the students with the theoretical insights of classical, advanced and modern sociological thinking and understand various kinds of theoretical perspectives in detail. As a post graduate programme, it obliges wide reading on the subject both original texts and critics to understand and develop sociological knowledge. Students are also trained to prepare and present research papers.
2. **Practical skill** (problem solving skill) for application of theoretical knowledge: To help the students to relate sociological theories to the contemporary social issues.
3. **Skill for community participation:** To enable the students to identify social problems and to equip them to participate in the community services.
4. **Critical evaluation skill:** To equip the students to analyze and evaluate social issues.
5. **Research skill:** Enable the students in doing social research, to introduce major research tools and techniques, research paradigms, and to make clear the relationship between theory and research and use of statistical tools.

(e) **Instructional Design:**

**Syllabus for MA Sociology**

**Semester System (SDE) Course Structure and Mark Distribution**

Semester	Paper code	Title of paper	Maximum marks		
			CE	ESE	Total
I	SO2.1.1	Development of Sociology as a Discipline	25	75	100
	SO2.1.2	Theoretical Foundations in Sociology	25	75	100
	SO2.1.3	Perspectives on Indian Society	25	75	100
	SO2.1.4	Social Research Methods-1	25	75	100
II	SO2.2.1	Sociology of Development	25	75	100
	SO2.2.2	Social Policy and Planning	25	75	100
	SO2.2.3	Social Research Methods-II	25	75	100
	SO2.2.4	Sociology of Marginalized Communities	25	75	100
III	SO2.3.1	Theoretical Perspectives in Modern sociology	25	75	100
	SO2.3.2	Rural Planning and Development	25	75	100
	SO2.3.3	Social Statistics	25	75	100
	SO2.3.4B	Population and Society	25	75	100
IV	SO2.4.1	Current Debates in Social Theory	25	75	100
	SO2.4.2	Gender and Society	25	75	100
	SO2.4.3B	Sociology of Childhood	25	75	100
	SO2.4.4B	Sociology of Health	25	75	100
	SO2.4.5	Dissertation + Viva Orge nera l essa y	Nil	80 + 20 Or 100	100
	SO2.4.6	Comprehensive Viva -voce	Nil		100
		<b>Grand total</b>			1800

CE – Continues Evaluation

ESE – End Semester Examination

## Duration of the programme

4 Semesters, two years.

## Faculty and support staff requirement

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

## Instructional delivery mechanisms

In addition to Self Learning Materials, students are offered 90 contact hours for each semester, conducted over 15 days during weekends. Classes are taken using audio - visual aids, and students are also fortified to use authentic web resources.

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

Applications for admissions are received online. Eligibility for admission to MA Sociology is Graduation in any subject in the Faculties of Arts/Social Sciences/Science/ Commerce/ Law securing not less than 45% marks in Part III optional subjects. Candidates with BCA/ B.Sc. Computer Science/ B.B.A./B.Com./ B.Tech. Degree of the University of Kerala or any other University which is equivalent there to, are also eligible.

## Academic Calendar

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

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

**Fee structure:**Rs. 10305/- for full programme.

Tuition fee is waived for students belonging to eligible categories.

### **Financial assistance**

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

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

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

**Evaluation** is continuous and end semester.

Continuous Evaluation requires the submission of one assignment and one Test Paper for each course carrying 25 marks.

End Semester Examinations are conducted by the Controller of Examinations, University of Kerala. The written exams carry 75 marks per paper.

### **(g) Requirement of the laboratory support and Library Resources**

Laboratory hours are not mandatory for MA Sociology, but students can avail the computer facility from the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

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

### **(h) Cost estimate of the programme and the provisions:**

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate MA Sociology programme (350 students)
01	Pay and Allowance	435.00	1502200
02	Contact classes and evaluation	80.00	92100
03	Course materials	100.00	115200
04	Advertisement charges	25.00	28800

05	Postage and telephone	7.4	8400
06	Books and Periodicals	3.5	3900
07	Miscellaneous	9.95	11400
	Total	660.85	1762000
	Provisions (6%)		105720
	Total		1867720
			Cost per student/ year=Rs.5336

**(i) Quality assurance mechanism and expected programme outcomes:**

The University Board of Studies for MA Sociology programme approves and reviews the syllabus, course content, and the Self Learning Material of MA Sociology offered through distance mode.

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

**Expected outcomes**

1. Sociology provides training for community participation, social service, public policy formation and planning.
2. Study of sociology in PG level help the students to get training in conducting social researchers and to find out scientific solution to the current social problems.
3. Students are also competent to work in the non- profit organizations, government agencies, enforcement agencies of law.
4. A post graduate in sociology can go for higher studies like Ph.D in many multi-disciplinary subjects.

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

  
**DIRECTOR**  
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REGISTRAR  
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**UNIVERSITY OF KERALA**  
**School of Distance Education**  
**Master of Arts (Public Administration)**  
**PROGRAMME PROJECT REPORT**

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

**(i) Mission**

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education to all, the programme MA Public Administration was started in 1996 at School of Distance Education. The course aims to create awareness on how government functions and creating awareness about the citizens' duties and responsibilities in nation building. The Programme M A in Public Administration provides a wide understanding and knowledge in the field of Administration. It will help them to become administrators, scholars, teachers and public servants.

**(ii) Objectives**

- i. To enable learners to form a foundation in Indian Administration.
- ii. To understand the administrative systems of other nations.
- iii. To develop administrative and executive skills.
- iv. To mould the civil service aspirants.

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

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

MA Public Administration in the distance mode will be a feeder programme for civil service and other administrative positions in both Public and Private Organisations. It follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala.

**(iii) Nature of Prospective Target Group of Learners**

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

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



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

The MA Public Administration programme will see to ensure the following skills and competences in the learners.

1. Administrative Skills: Careful understanding of different functions of management and administration like Human Resource Management, Labour Legislature and Administration, Financial Management, Disaster management, Public Personnel Administration, Environment Management, their administrative efficiency will improve.
2. Theoretical Skill: By learning theories of Public Administration, Essentials of Business Management, and Indian Administration they will be able to develop a strong theoretical backup.
3. Nation Building: By learning Human Rights, Development Administration, Public Policy Analysis, and Indian Government, they can take part in the process of nation building.
4. Doing Research: understand and use basic research tools, develop questions and topics worth researching, incorporate research in relevant field.

**(v) Instructional Design**

**(i) Programme Details**

**MA Public Administration Course Structure & Marks Distribution**

Semester I	Core/ Elective	Course code	Name of paper	Maximum marks		
				CA	ESA	Total
Paper I	Core	PADC 001	Theories and Concepts of Public Administration	25	75	100
Paper2	Core	PADC002	Indian Government and Politics	25	75	100
paper3	Core	PADC003	Human Resource Management	25	75	100
paper4	elective	PADE001	Human Rights and Administration	25	75	100
<b>Semester2</b>						
paper5	Core	PADC004	Development Administration and Decentralised Government in India	25	75	100
paper6	Core	PADC005	Public Personnel Administration	25	75	100
paper7	Core	PADC006	Public Policy Analysis	25	75	100
paper8	elective	PADE002	Public Sector Management	25	75	100
<b>Semester3</b>						
Paper9	Core	PADC007	Indian Administration	25	75	100
Paper10	Core	PADC008	Research Methodology	25	75	100
Paper11	Core	PADC009	Financial Administration	25	75	100

Paper12	elective	PADE003	Essentials of Business Management	25	75	100
<b>Semester4</b>						
Paper13	Core	PADC010	Environmental Management	25	75	100
Paper14	Core	PADC011	Labour Legislation and Administration	25	75	100
Paper15	Core	PADC012	International Organisation and Administration	25	75	100
Paper16	elective	PADE004	Disaster Management	25	75	100
Paper17	Dissertation+viva or Essay	PADC013			80+20 or 100	100  100
Paper18	Comprehensive viva	PADC014			100	
	<b>Grand Total</b>				<b>1800</b>	

**(ii) Duration of the Programme**

4 Semesters, two years.

**(iii) Faculty and Support Staff requirement**

The course is coordinated by a full time regular faculty member of Public Administration. In addition, service of faculty members from related disciplines like Management and Political Science can also be used. There is sufficient staff support from the SDE office for processing administrative work. The service of qualified guest teachers and experts from panels approved by the Vice Chancellor are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

**(iv) Instructional Delivery mechanisms**

In addition to providing Self Learning Material, students are offered 90 contact hours each semester, conducted over 15 days during the weekend. Classes are taken with the help of Audio Visual Aids.

**(vi) Procedure for Admissions, Curriculum Transaction and Evaluation**

**(i) Admission**

Application for admissions is received online. Eligibility for admission to MA Public Administration is a Bachelor's Degree in any branch of Science, Social Science or Bachelor's Degree (Irrespective of faculty) recognised by the University of Kerala/ BA Communicative English (Vocational). The minimum grade point for admission to MA Public Administration is 4.5 CCPA(S) out of 10 as that of all other subjects under the faculty of Social Sciences or 45% for the annual scheme mode.

**(ii) Curriculum Transaction**

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

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

### (iii) Evaluation

Evaluation is continuous and end semester. Continuous Evaluation requires the submission of one assignment for 15 marks and one Test Paper/Case Analysis for each course carrying 10 marks carrying a total of 25 marks.

End Semester Examinations are conducted by the Controller of Examinations, University of Kerala. The written exams carry 75 marks per paper.

### (iv) Academic Calendar

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

### (v) Fee Structure

The total fee of MA Public Administration is Rs.10,305/- (Rupees Ten thousand three hundred and five only).

### (vi) Financial Assistance

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

### Requirement of the Laboratory Support and Library Resources

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

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

**(vii) Cost Estimate of the Programme and the Provisions**

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for MA Public Administration programme (250 students)
01	Pay and Allowance	435.00	834782
02	Contact classes and evaluation	80.00	61569
03	Course materials	100.00	76962
04	Advertisement charges	25.00	19240
05	Postage and telephone	7.4	5695
06	Books and Periodicals	3.5	2694
07	Miscellaneous	9.95	7657
	Total	660.85	1008599
	Provisions (6%)		60515
	Total		1069114
			Cost per student/ year=Rs.4276

**(viii) Quality Assurance Mechanism and Expected Programme Outcomes**

**1. Quality Assurance Mechanism**

The Board of Studies of the University for Public Administration approves and reviews the syllabus, course content, and the Self Learning Material of MA Public Administration offered in the distance mode too.

The quality of the programme will be closely monitored by the Centre for Internal Quality Assurance for the Distance Education Programmes of the University.

**2. Expected Programme Outcomes**

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

- (i) Develop an ability to teach Public Administration for UG and PG programmes in Colleges and Universities or undertake research leading to MPhil or PhD in in Public Administration.
- (ii) Write competitive examinations for securing lucrative jobs as teachers, managers, administrators in government or other public/ private sectors etc.
- (iii) Appreciate importance of working independently and in a team

- (iv) Prepare business plans and projects effectively using quantitative and statistical techniques.
- (v) Develop an understanding of various forms of administration such as finance, HR, project preparation, and management of Local Self Governments, environment, NGOs etc.
- (vi) Develop self-confidence and awareness of general issues prevailing in the society.

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

  
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**UNIVERSITY OF KERALA**  
**School of Distance Education**  
**Master of Arts (Political Science)**  
**PROGRAMME PROJECT REPORT**

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

**Mission Statement**

The primary mission of the MA Political Science programme is to provide specialized education in the field of Political Science. Generally we train our students to become successful scholars and teachers. The students can develop technical skills of a scholar by completing the research methodology course which enables their entry into the doctoral programs in Political Science. In addition the Political Science students can search their career options in interest groups, non-profit organizations, policy think tanks and for positions in local, state, and central legislative and bureaucratic offices.

**Objectives**

- To educate students with the diverse theories, models, approaches and intellectual traditions in Political Science which are the prerequisites for both scholars and teachers in the discipline.
- To train students with the appropriate research skills necessary to their professional growth as an active researcher and also to satisfy their research objectives.
- To develop student's ability in critical thinking and analysis in scholarly as well as non-scholarly areas and brace them to express it freely.
- To prepare students for their entry into MPhil and PhD programs in Political Science, careers in teaching, civil service and others.

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

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

**(c) Nature of Prospective Target Group of Learners**

The MA Political Science programme has good demand as only two regular colleges and the University Department offer the programme whereas twelve regular colleges offer BA Political Science programme. In addition to this students from other disciplines also seek Master's degree in Political Science. Unlike students who opt the regular stream of education in Political Science, generally students under distance mode constitute pupils from rural areas, poor socio-economic background especially belonging to marginalized sections.

Permanently/temporarily employed men and women in different age groups also seek the programme for their career advancement. Besides a segment of women who want to pursue higher studies after marriage also come up for the same programme.

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

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

- **Teaching skill:** The Programme impart necessary teaching skills among students by educating them with the diverse theories, models, approaches and intellectual traditions in Political Science.
- **Research skill:** The Programme gives training in the appropriate research skills necessary for their entry into MPhil and PhD programs. As part of research training a student can develop his/her ability in critical thinking and analysis.
- **Writing skill:** The programme practices the students in academic writing and equally helps them to improve their presentation skills.

**(e) Instructional Design**

No. of Courses	Course Code	Name of Course	Maximum Marks		
			CE	ESE	Total
<b>Semester I</b>					
Core Course 1	PS 511	Modern Western Political Thought	25	75	100
Core Course 2	PS 512	Contemporary Political Theory	25	75	100
Core Course 3	PS 513	Indian Government & Politics	25	75	100
Elective Course 1	PS 514	Gender Politics	25	75	100
<b>Semester II</b>					
Core Course 4	PS 521	Comparative Politics	25	75	100
Core Course 5	PS 522	Theories & Concepts of Public Administration	25	75	100
Core Course 6	PS 523	Theories & Concepts of International Politics	25	75	100
Elective Course 2	PS 524	State & Society in Kerala	25	75	100
<b>Semester III</b>					
Core Course 7	PS 531	Research Methodology	25	75	100
Core Course 8	PS 532	Gandhian Political Thought	25	75	100
Core Course 9	PS 533	Issues in Indian Politics	25	75	100
Elective Course 3	PS 534	Indian Administration	25	75	100
<b>Semester IV</b>					
Core Course 10	PS 541	Modern Indian Social & Political Ideas	25	75	100
Core Course 11	PS 542	Politics of Developing Countries	25	75	100
Core Course 12	PS 543	Issues in International Politics	25	75	100
Elective Course 4	PS 544	Environment, Development and Politics	25	75	100
Core Course 13	Nil	Project Work + Viva-voce Or	Nil	80 + 20	100

		Essay		Or 100	
Core Course 14	Nil	Comprehensive Viva-voce	Nil	100	100
<b>Grand Total</b>				<b>1800</b>	

**Duration of the Programme:** 4 Semesters (two years).

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

**Instructional Delivery Mechanisms:** In addition to providing Self Learning Material, students are offered 90 contact hours each semester, conducted over 15 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use web resources. A repertoire of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis from this academic year onwards.

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

Applications for admissions are received online. Eligibility for admission to MA Political Science programme is given below.

Graduates who have passed qualifying examination in CBCS Pattern -2013 admissions	Graduates who have passed qualifying examination in CBCS Pattern- Prior to 2013 admissions	Graduates who have passed qualifying examination in Annual scheme/ Other pattern
Graduates in Political Science, Economics, History, Philosophy, Psychology, B.A English and Communicative English / BA Communicative English with Public Administration, English Language and Literature, Sociology, Anthropology, Law, Journalism, Commerce, Business Administration, Public Administration, Geography or other Social Science subjects/ BSc Psychology with not less than 4.5 CCPA(S) * out of 10. Graduates in Science with 6CCPA(S) out of 10 and Graduates in Engineering	Graduates in Political Science, Economics, History, Philosophy, Psychology, B.A English and Communicative English / BA Communicative English with Public Administration, English Language and Literature, Sociology, Anthropology, Law, Journalism, Commerce, Business Administration, Public Administration, Geography or other Social Science subjects/ BSc Psychology with not less than 1.8 CGPA(S) * out of 4. Graduates in Science	Graduates in Politics, Economics, History, Philosophy, Psychology, B.A Communicative English with Public Administration, English, Sociology, Anthropology, Law, Journalism, Commerce, Business Administration, Public Administration, Geography or other Social Science subjects with not less than 45% marks in Part III- optional Main subject concerned (including subsidiaries). Graduates in Science and Engineering with 60% marks/ B.A Journalism and Mass



with 60% marks/ B.A Journalism and Mass Communication and Video Production (Career related / Restructured) / B.A Communicative English (Vocational) with Public Administration as one of the Core Subjects are also eligible.	with 2.4 CGPA(S) out of 4 and Graduates in Engineering with 60% marks/ B.A Journalism and Mass Communication and Video Production (Career related / Restructured) / B.A Communicative English (Vocational) with Public Administration as one of the Core Subjects are also eligible.	Communication and Video Production (Restructured)/ B.A Communicative English (Vocational) with Public Administration as one of the main subjects are also eligible.
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**Fee Structure:** The total fee of MA Political Science is Rs.10305/-

### Academic Calendar

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

### Financial Assistance

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

**Curriculum Transaction:** Curriculum is transacted in the Distance Mode with the help of Self Learning Material and Personal Contact Classes. The use of web-based tools is not in place yet, but steps are being initiated.

**Evaluation:** Evaluation of each course shall be done in two parts viz. 1). Continuous Evaluation (CE) 2). End Semester Evaluation (ESE). The distribution of marks shall be 25% for CE and 75% for ESE. Continuous Evaluation for each course requires the submission of one assignment for 15 marks and one Test Paper/Practicum/Case Analysis carrying 10 marks. End Semester Examinations are conducted by the Controller of Examinations, University of Kerala.

**(g) Requirement of the Laboratory Support and Library Resources**

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

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

**(h) Cost Estimate of the Programme and the Provisions**

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for MA Political Science programme (200 students)
01	Pay and Allowance	435.00	851100
02	Contact classes and evaluation	80.00	46050
03	Course materials	100.00	57600
04	Advertisement charges	25.00	14400
05	Postage and telephone	7.4	4200
06	Books and Periodicals	3.5	1300
07	Miscellaneous	9.95	5700
	Total	660.85	980350
	Provisions (6%)		58821
	Total		1039171
			Cost per student/ year=Rs.5196/-

**(i) Quality Assurance Mechanism**

The University Board of Studies PG Political Science programme approves and reviews the syllabus, course content, and the Self Learning Material of MA Political Science offered in

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

#### (j) Expected Programme Outcomes

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

- Reproduce the diverse theories, models, approaches and intellectual traditions in Political Science as scholars and teachers.
- Do research with their acquired research skills as well as their ability in critical thinking and analysis.
- Enter into careers in civil service and others.

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



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**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Master of Arts (History)**  
**PROGRAMME PROJECT REPORT**

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

**1. Mission**

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

- (1) Provide quality higher education with emphasis on educating the public by offering respected, relevant, accessible and affordable, student- focused programs, which prepare them for service and leadership in a diverse community.
- (2) Provide access to educational opportunities to a highly qualified, diverse student population unable to participate in traditional academic activities; and offer pertinent and rigorous courses and programs to meet the academic needs of all students.

**2. Objectives**

1. To provide an effective alternative path to wider opportunities in education especially in higher education.
2. To provide an efficient and less expensive education.
3. To provide education facilities to all qualified and willing persons.
4. To provide opportunities of academic pursuits to educated citizens willing to improve their standard of knowledge.
5. To provide education facilities to those individuals who look upon education as a life-long activity.

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

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

**(c) Nature of prospective target group of learners**

The M.A Degree course is distinctive for giving the students a proper perspective on the past. It gives as much attention to social, economic, political, philosophical and cultural

developments occurred in the past with a view to create awareness on the all-round changes occurred in the past.

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

By looking at the history of different cultures, a student of History can build up a better understanding of why certain peoples act the way they do. Looking at the history of the USA or South Africa we can see why race tensions continued on past. In reading the history of India we can see why the Caste system still remains in the subcontinent. By studying at the various tributaries of humanity, we can be able to imbibe a broad cultural awareness.

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

This course is designed to develop a number of important skills in the student's community. Among these are:

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

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

**(e) Instructional Design:****Scheme and Syllabus & Distribution of Marks**

Semester	Paper Code	Title of the Paper	Maximum marks		
			CA	End Semester Exam	Total
I	Hy 211	Historical Method -I	25	75	100
	Hy 212	Indian History -I	25	75	100
	Hy 213	Kerala History -I	25	75	100
	Hy 214A	Bronze Age Civilizations (Elective)	25	75	100
II	Hy 221	Historical Method -II	25	75	100
	Hy 222	Indian History -II	25	75	100
	Hy 223	Kerala History -II	25	75	100
	HY 224 C	History of Medieval Europe (Elective)	25	75	100
III	Hy 231	Issues in Historiography	25	75	100
	Hy 232	Indian History -III	25	75	100
	Hy 233	Kerala History -III	25	75	100
	Hy 234	Modern Revolutions- English, American and French (Elective)	25	75	100
IV	Hy 241	Indian Historiography	25	75	100
	Hy 242	Indian History -IV	25	75	100
	Hy 243	Kerala History -IV	25	75	100
	Hy 244	Twentieth Century Revolutions (Electives)	25	75	100
	Hy 245	Project/ General Essay			For Project 80 & viva 20 For Essay 100
	Hy 246	Viva-Voce			100

**Duration of the programme**

The programme consists of 4 Semesters spreading to two years.

**Faculty and support staff requirement**

There are two full time faculty members available and one of them coordinates the MA

Programme in History. There is sufficient staff support from the SDE office for processing administrative work. The service of qualified guest teachers and experts from panels approved by the Vice Chancellor are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

### **Instructional delivery mechanisms**

In addition to providing Self Learning Material, students are offered 90 contact hours each semester, conducted over 15 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use authentic web resources. In the instructional delivery mechanism efforts were made to establish a positive classroom environment to make the classroom a pleasant, friendly place; accept individual differences, begin lessons by giving clear instructions, maintain student attention and providing suitable seatwork.

**Procedure for admissions, curriculum transaction and evaluation:** Applications for admissions are received online. Eligibility for admission to MA History is a BA Degree Arts subjects Examination of the State or an Examination accepted by the University as equivalent thereto.

### **Academic Calendar**

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

### **Fee structure**

The fee for the course is Rs.10,305/-(Rupees Ten thousand three hundred and five only) .Tuition fee is waived for students belonging to eligible categories.

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

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

Evaluation is continuous and end semester.

Continuous Evaluation requires the submission of one assignment and one Test Paper for each course carrying 25 marks each.

End Semester Examinations are conducted by the Controller of Examinations, University of Kerala. The written exams carry 75 marks per paper.

### **Financial assistance**

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

### **(f) Requirement of the laboratory support and Library Resources:**

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

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

### **(g) Cost estimate of the programme and the provisions (Base 2019-20):**

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for MA History programme (400 students)
01	Pay and Allowance	435.00	1285900
02	Contact classes and evaluation	80.00	107450
03	Course materials	100.00	134400
04	Advertisement charges	25.00	33600
05	Postage and telephone	7.4	9800
06	Books and Periodicals	3.5	4550
07	Miscellaneous	9.95	13300
	Total	660.85	1589000



	Provisions (6%)		95340
	Total		1684340 Cost per student/ year=Rs.4210

### (h) Quality assurance mechanism and expected programme outcomes

The University Board of Studies for FDP History programmes approves and reviews the syllabus, course content, and the Self Learning Material of MA History offered in the distance mode also. The overall ensuring of quality will be closely monitored by the Centre for Internal Quality Assurance, School of Distance Education.

#### Expected outcomes

- The students will gain thorough understanding about the history of the society.
- They will develop a foresee about the society and its process.

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

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

  
**REGISTRAR  
 IN-CHARGE**  


**UNIVERSITY OF KERALA**  
**School of Distance Education**  
**Master of Arts (Economics)**  
**PROGRAMME PROJECT REPORT**

### **1. University of Kerala**

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

### **2. The School of Distance Education**

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

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

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

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

### **3. Details of the Proposed M.A. Programme**

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

##### **Mission**

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education to all, the programme MA Economics aims at imparting knowledge, skills and competence in Economics to produce human resources capable of dealing with socio- economic realities and emerging global challenges.

##### **Objectives**

1. To provide learners a strong academic foundation in economic theory
2. To enable learners to apply their knowledge to analyse economic issues and policies critically and objectively
3. To expose students to the complexities, dynamics and challenges of global economic scenario.
4. To impart skills essential for employability and vertical professional mobility.

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

Offered in the distance mode, MA Economics will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focussed, quality and cost conscious but socially responsible education. MA Economics in the distance mode follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala. As a higher education programme it orients the students towards teaching, research and service to the public.

#### **(c) Nature of prospective target group of learners**

MA programme in Economics has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges. Therefore MA Economics programme offered through distance mode will help to democratise higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of learning, eligibility for enrolment and age of entry. We strive to maintain a culture of inclusion so as to provide high quality educational experience to learners irrespective of caste, creed, region or gender in a cost effective way. Our target group includes learners from socially and economically disadvantaged groups (eg. Scheduled castes, scheduled Tribes, Fishermen, Other Backward Communities, Women,

people below poverty line etc). Understanding the needs of the learners we have structured our learning material and induction programmes to lead the learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.

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

The MA Economics programme will see to ensure the following skills and competence in the learners:

- Comprehensive knowledge in economic theory at an advanced level.
- Comprehension and critical appraisal of the way in which the economy is influenced by policy.
- Exposure to various quantitative techniques which are essential to analyse economic issues
- Analyse existing economic models and evaluate their relevance for practical problem solving.
- Identifying economic problems to be analysed and understanding how theory and empirical conditions are to be connected.
- Planning and carrying out applied work and research projects in economics.
- Ability for hypothesising and problem solving.

**(e) Instructional Design:**

**Course Structure and Distribution of Marks**

Semester	Paper Code	Title of the Paper	Maximum Marks		
			CE	ESE	Total
I	EC 211	Micro Economics I	25	75	100
	EC 212	Economics of Growth and Development	25	75	100
	EC 213	Indian Economic Policy I	25	75	100
	EC 214	Quantitative Methods	25	75	100
II	EC 221	Micro Economics II	25	75	100
	EC 222	Economics of Social Sector and Environment	25	75	100
	EC 223	Indian Economic Policy (Kerala's Economy) II	25	75	100
	EC 224	Research Methodology and Econometrics	25	75	100
III	EC 231	Macro Economics I	25	75	100
	EC 232	International Economics I	25	75	100
	EC 233	Public Economics	25	75	100
	EC 201	Optional Paper (Agricultural Economics)	25	75	100
	EC 241	Macro Economics II	25	75	100

IV	EC 242	International Economics II	25	75	100
	EC 243	Finance and Capital Market	25	75	100
	EC 202	Optional Paper (Industrial Economics)	25	75	100
	EC 244	Dissertation and Viva Voce/Essay	-	80+20/100*	100
		Comprehensive Viva-Voce		100	100
		<b>Total</b>			<b>1800</b>

\*For Dissertation and Viva-Voce 80 and 20 marks respectively, and for Essay 100 marks

CE: Continuous Evaluation. ESE: End Semester Evaluation

#### **f. Duration of the programme**

4 Semesters, two years.

#### **g. Faculty and support staff requirement**

MA Economics is coordinated by a full time regular faculty member. In addition to the coordinator, there is one more full time faculty member on contract basis. There is sufficient number of staff in the School of Distance Education office for the administrative work involved in the smooth conduct of the programme. Moreover the School of Distance Education has a panel of experts and qualified external teachers approved by the Hon'ble Vice Chancellor of Kerala University. Their services are used in the preparation of Self Learning Material, for engaging contact classes and for evaluation of answer scripts.

#### **h. Instructional delivery mechanisms**

In addition to providing Self Learning Material, students are offered 90 contact hours each semester, conducted over 15 days. Classes are taken by using audio visual aids, and students are encouraged to use web resources. A collection of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis from this academic year onwards.

#### **i. Procedure for admissions, curriculum transaction and evaluation:**

Applications for admission are received online. Detailed information regarding admission is available in the website of SDE and admission notifications are issued in leading national and regional dailies.

Eligibility for admission to MA Economics, as per university norms is graduation in Economics, Mathematics or Statistics (with not less than 4.5 CCPA(S) for graduates who have passed qualifying examination in CBCS pattern - 2013 admissions / with not less than 1.8 CGPA(S) for graduates who have passed qualifying examination in CBCS pattern prior to 2013 admissions / with not less than 45% marks in part III optional subjects for graduates who have passed qualifying examination in Annual scheme / other pattern)

#### **j. Academic Calendar**

<b>ADMISSION</b>	
Admission Notification	First week of June
Closing date of Admission	Last week of September

Schedule of distribution of study materials		
Course	Date	By Post
III, IV Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III & IV Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
III and IV Semester	First week of April	
I and II Semester	Second and Third week of April	

**k. Fee structure:** The fee for the course is Rs.10,305/-(Rupees Ten thousand three hundred and five only) .Tuition fee is waived for students belonging to eligible categories.

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

**m. Curriculum transaction:** Curriculum is transacted in the Distance Mode with the help of Self Learning Material (SLM) and Personal Contact Programme (PCP). In addition to providing SLM, students are offered 90 contact hours each semester, conducted over 15days.Contact classes are engaged either by faculty members in the School of Distance Education or by teachers from the Panel of external teachers approved by the Vice Chancellor of the University of Kerala. Classes are taken by using audio visual aids, and students are encouraged to use authentic web resources. The use of web-based tools is not in place yet, but steps are being initiated.

Detailed time schedule of contact classes and dates of spot distribution of SLM will be announced in the Press release by the University (available in the Website / published in all leading regional Newspapers). Besides this, SMS alerts are also given to the students regarding important dates like dates of contact classes, last date of payment of tuition fee, last date for submission of application for examination etc.

#### **n. Evaluation**

Evaluation is continuous and end semester. Continuous Evaluation requires the submission of one assignment for 15 marks and one Test Paper/practicum/ Case analysis for 10 marks for each course carrying a total of 25 marks. End Semester Examinations are conducted by the Controller of Examinations, University of Kerala. The written examinations carry 75 marks per paper.

**Scheme of Evaluation**  
**Continuous Evaluation (C E) Total marks: 25**  
**Allocation of Marks for Each Component**

Components	Marks
Assignment	15
Test Course/Practicum/ Case Analysis	10
<b>Total</b>	<b>25</b>

**o. End Semester Evaluation (ESE): 75 marks**

This will be through a three hour written examination consisting of 10 very short answer questions (with no choices and each carrying 1 mark), 7 short answer questions to be chosen out of 10 questions (each carrying 5 marks) and 3 descriptive questions to be chosen out of five questions (each carrying 10 marks).

**p. Requirement of the laboratory support and Library Resources:**

Laboratory hours are not mandatory for MA Economics as per the existing syllabus, but students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

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

**q. Cost estimate of the programme and the provisions (Base 2019-20):**

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for MA Economics programme (300 students)
01	Pay and Allowance	435.00	1002200
02	Contact classes and evaluation	80.00	92100
03	Course materials	100.00	115200
04	Advertisement charges	25.00	28800
05	Postage and telephone	7.4	8400
06	Books and Periodicals	3.5	3900
07	Miscellaneous	9.95	11400
	Total	660.85	1262000
	Provisions (6%)		75720
	Total		1337720 Cost per student/ year=Rs.4459

**r. Quality assurance mechanism and expected programme outcomes**

**Quality assurance mechanism:** The Board of Studies for MA Economics constituted by the

University of Kerala approves and reviews the syllabus and course content. The SDE, University of Kerala has devised the following mechanism for monitoring the effectiveness of the M.A. programme to enhance its standards of curriculum, instructional design etc.

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

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

- Governance, leadership and management
- Articulation of higher educational institutions objectives
- Programme development and approval processes
- Infrastructure resources
- Learning environment and learner support
- Assessment & evaluation of learning outcomes
- Teaching quality and staff development

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

The SDE of the University has one Associate professor exclusively for coordinating the programme and also has a panel of qualified guest teachers for counselling students and engaging in personal contact programmes.

#### **s. Expected Programme Outcomes:**

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

- Use the spoken and written word, graphs, and mathematics to present economic phenomena and arguments.
- Able to use theoretical and empirical methods to analyse socio-economic issues.
- Develop critical thinking capacity.
- Develop capability in using computer software for the purpose of research.
- Apply their knowledge and learning to engage in informed debate and to analyze and solve problems.



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

  
**DIRECTOR**  
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**REGISTRAR  
IN-CHARGE**



**UNIVERSITY OF KERALA**  
**School of Distance Education**  
**Master of Arts (Hindi)**  
**PROGRAMME PROJECT REPORT**

### **1. University of Kerala**

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

### **2. The School of Distance Education**

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

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

University of Kerala is one of the Universities in India having appointed

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

### **3. Details of the Proposed MA Hindi Programme**

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

##### **Mission & Objectives**

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

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

- i. To familiarize the students with various trends in Hindi literature and Understanding the literary trends and works in a different way
- ii. Learn Hindi for effective communication in different fields like administration, media and business.
- iii. Understanding translation as a linguistic, cultural, economic and professional activity.
- iv. Familiarizing the practical grammar and analyzing the problems and challenges of effective communication in Hindi. Also develop technical skills in Applied Hindi.
- v. To enable the student to engage with conceptual issues relating to culture and civilization to identity the power of resistance of Indian culture- to instil the values and the rich tradition of India into the minds of the students. Familiarize some of the eminent writers in Hindi literature and thereby inculcate Socio-cultural values.
- vi. To impart skills to critically evaluate and appreciate literary works, to extend this ability to other cultural and artistic forms..

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

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

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

**(c) Nature of prospective target group of learners**

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

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

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

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

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

can use the knowledge whenever necessary.

**(e) Instructional Design**

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

**(f) Programme Details**

Semester Code	Title of the paper	hrs./week		Maximum Marks		
		L	P	CE	ESE	Total
I	HL 1101 Ancient Poetry: Early and Riti Periods			25	75	100
	HL 1102 Novel and Short Story			25	75	100
	HL 1103 History of Hindi Literature: Early and Medieval Periods			25	75	100
	HL 1104 Indian and Western Literary Thoughts			25	75	100
II	HL 1105 Medieval Poetry: Bhakti Period			25	75	100
	HL 1106 Linguistics and History of Hindi Language			25	75	100
	HL 1107 History of Hindi Literature: Modern Period			25	75	100
	HL 1108 Functional Hindi			25	75	100
II	HL 1209 Modern Poetry up to Pragativad			25	75	100
	HL 1210 Prose: Essay and other prose forms			25	75	100
	HL 1211 Indian Literature			25	75	100
	HL 1212A Special Author: Premchand			25	75	100
IV	HL1213 Modern Poetry: Since prayogvad			25	75	100
	HL1214 Drama & One act Plays			25	75	100

HL1215 Translation and Structural Grammar	25	75	100
HL1216 South Indian Literature(With Special reference to Kerala)	25	75	100
HL 1217 Dissertation / Essay	(80+20)		100
Viva Voce			100

Grand Total 1800

**(g) Duration of the programme**

Four Semesters, two years.

**(h) Faculty and support staff requirement**

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

**(i) Instructional delivery mechanisms**

In addition to providing Self Learning Material, students are offered 90 contact hours each semester, conducted over 15 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use web resources. A repertoire of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis from this academic year onwards.

**(j) Student Support Service Systems at SDE**

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

**(k) Procedure for admissions, curriculum transaction and evaluation**

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

**(l) Minimum Eligibility for Admission**

Eligibility for admission to M A Hindi Language and Literature is a pass in B A with Hindi Language as optional Main under part III securing not less than 45% marks for that part or BA /BSc with Hindi as additional language under part IIsecuring not less than 50% marks for that part / B A Functional Hindi (Vocational) OR B A with Hindi as core course securing not less

than 4.5 CCPA(S)/out of 10 or B A /B Sc with Hindi as additional language course securing not less than 5 CCPA out 10 for additional language course /B A Functional Hindi (Vocational). OR B A with Hindi as core course not less than 1.8 CGPA (S)/out of 4 or B A /B Sc with Hindi as additional language course securing not less than 2 CGPA out of 4 additional language course /B A Functional Hindi (vocational)..

**(m) Fee Structure**

The fee for the course is Rs.10,305/- (Rupees Ten thousand three hundred and five only). Tuition fee is waived for students belonging to eligible categories.

**(n) Financial Assistance**

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

**(o) Programme Delivery**

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

**(p) Academic Calendar**

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

### **(q) Evaluation**

Evaluation is continuous and end semester. Evaluation of each course shall be done in two parts viz, Continuous Evaluation (CE) and End Semester Evaluation (ESE). The distribution of marks shall be 25 per cent for Continuous Evaluation and 75 per cent for End Semester Evaluation (ESE) The allocation of marks for each component of CE is 15 marks for Assignment and 10 marks for Test Paper. End Semester Examinations are conducted by the Controller of Examinations, University of Kerala

### **(r) Requirement of the laboratory support and Library Resources**

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

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

### **4. Cost Estimate of the Programme and the Provisions (Base 2019-20)**

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for MA Hindi programme (200 students)
01	Pay and Allowance	435.00	851100
02	Contact classes and evaluation	80.00	46050
03	Course materials	100.00	57600
04	Advertisement charges	25.00	14400
05	Postage and telephone	7.4	4200
06	Books and Periodicals	3.5	1300
07	Miscellaneous	9.95	5700
	Total	660.85	980350
	Provisions (6%)		58821
	Total		1039171 Cost per student/ year=Rs.5195

### **5. Quality Assurance Mechanism and Expected Programme Outcomes**

#### **Quality Assurance Mechanism**

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

The overall ensuring of quality will be closely monitored by the Centre for Internal



Quality Assurance, School of Distance Education.

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

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

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

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

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

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

## **6. Expected Programme Outcomes**

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

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

- Develop social and cultural conscious, critical thinking, enhancing the values of justice, equality and liberty.
- Develop an ability to teach Hindi for UG and PG programmes in Colleges and Universities or undertake research leading to MPhil or PhD in Hindi language and literature.

- Write competitive examinations for securing jobs as teachers, official language officers, Hindi officers in government or other public/ private sectors etc.
- Develop self-confidence and awareness of general issues prevailing in the society.

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

  
**DIRECTOR**  
School of Distance Education  
University of Kerala, Karlavattom  
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**REGISTRAR  
IN-CHARGE**



# **UNIVERSITY OF KERALA**

## **School of Distance Education**

### **Master of Arts (Malayalam)**

## **PROGRAMME PROJECT REPORT**

### **1. University of Kerala**

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

### **2. The School of Distance Education**

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

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

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

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

### **3. Details of the Proposed MAMalayalam Programme**

#### **Programme's Mission & Objectives**

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

- i. To help learners form a substantial foundation on literary forms, the history of Malayalam language, literature, culture and literary works including samples of world literature.
- ii. To impart skills to critically evaluate and appreciate literary works, to extend this ability to other cultural and artistic forms.
- iii. To impart and fine tune Malayalam language skills essential for employability and for vertical professional mobility.

#### **Relevance of the Programme with HEI's Mission and Goals**

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

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

#### **Nature of Prospective Target Group of Learners**

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

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

#### **Appropriateness of Programme to Be Conducted In Open and Distance Learning Mode to Acquire Specific Skills and Competence**

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

1. Reading skills: Read texts with careful attention and appreciate them recognize key ideas in texts and rhetorical strategies used to develop them respond to aesthetic, rhetorical, and cultural qualities in texts
2. Writing skills: Write clearly and fluently in multiple genres, organize coherently and

logically, edit writing so that it confirms to standard usage, develop convincing, well-supported essays,

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

4. Understanding Malayalam Language: Learn the history and evolution of Malayalam language, understand Malayalam Grammar and phonology, and understand further the structure of Malayalam .understand the various forms of Malayalam and its use in different circumstances like spoken Malayalam, official Malayalam, scientific Malayalam, computing Malayalam etc.

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

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

### **Instructional Design**

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

### **Programme Details**

Semester	Paper Code	Title of the Paper	Maximum Marks		
			CE	ESE	Total
I	ML 211	Pracheena sahithyam	25	75	100
	ML 212	Madhyakala sahithyam	25	75	100
	ML 213	Kerala samskaram	25	75	100
	ML 214	Malayala vyakaranam, Gaveshana reethishaasthram	25	75	100
II	ML 221	Adhunika sahithyam-Gadhyam	25	75	100
	ML 222	Adhunika sahithyam-Padhyam	25	75	100

	ML 223	Sahithya meemamsa-Pourashyam	25	75	100
	ML 224	Sahithya meemamsa-Pashchathyam, Gaveshana reethishaasthram	25	75	100
III	ML 231	Samakaala sahithyam- Gadhyam	25	75	100
	ML 232	Vivarthanam Thathwavum Prayogavum	25	75	100
	ML 233	Sanskrit Paper 1- Classical Sanskrit Literature, Poetry, Drama and Definitions of Poetic types of Sanskrit	25	75	100
	ML 234	Malayala vimarshanam	25	75	100
IV	ML 241	Samakaala sahithyam- Padhyam	25	75	100
	ML 242	Sanskrit Paper 2(Prose, Elementary Grammar, Composition and Translation)	25	75	100
	ML 243	`Adhunka bhashashasthram	25	75	100
	EL 244	`Bharatheeya sahithyam- Tharathamyapadanam	25	75	100
	EL 245	Project & Project based Viva Voce OR Essay	Viva.2 0	80	100
		Comprehensive Viva voce	-	-	100
		Total			<b>1800</b>

### **Duration of the Programme**

Four Semesters, two years.

### **Faculty and Support Staff Requirement**

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

### **Instructional Delivery Mechanisms**

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

### **Student Support Service Systems at SDE**

(a) Information Centre, (b) Library with good collection of books and journals (c) Wi-Fi connectivity, (d) Counselling, (e) Students feedback, (f) Placement cell, (g) Students Grievance Redressal Cell, (g) Alumni Association, (i) Women's Cell, (j) Research Cell, (k)

Post Office , (l) Snack bar and Refreshment Centre, (m) Restrooms, (n) Reprographic centre, (o) Drinking water etc.

### **Procedure for Admissions, Curriculum Transaction and Evaluation**

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

### **Minimum Eligibility for Admission**

Application for admission is received online. Eligibility for admission to MA Malayalam, as per university norms is(CBCS Pattern-2013 admissions) BA with Malayalam as core course securing not less than 4.5 CGPA(S)out of 10 or BA /BSc with Malayalam as additional language course securing not less than 5CCPA out of 10 for additional language course / BA Malayalam and Mass Communication( career related/Restructured) OR

(i) CBCS Pattern-Prior to 2013 admissions: BA with Malayalam as core course securing not less than 1.8 CGPA(S)out of 4 or BA /BSc with Malayalam as additional language course securing not less than 2CGPA out of 10 for additional language course / BA Malayalam and Mass Communication( career related/Restructured)OR

(ii) Annual Scheme/Other pattern: BA with Malayalam language as optional Main subject under part iii securing not less than 45% marks for that part or BA/BSc with Malayalam as additional language under part ii securing not less than 50% marks for that part/BA Malayalam and Mass Communication (Restructured).

### **Fee Structure**

The fee for the course is Rs.10,305/- (Rupees Ten thousand three hundred and five only). Tuition fee is waived for students belonging to eligible categories.

### **Financial Assistance**

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

### **Programme Delivery**

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

### **Academic Calendar**

<b>ADMISSION</b>	
Admission Notification	First week of June
Closing date of Admission	Last week of September
Schedule of distribution of study materials	

Course	Date	By Post
III, IV Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III & IV Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
III and IV Semester	First week of April	
I and II Semester	Second and Third week of April	

### Evaluation

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

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

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

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

Candidates securing 60% and above - First Class

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

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

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

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

Improvement of ESE - Candidates who have successfully completed the Semester, but wish to improve their marks for the End Semester Evaluation (ESE) shall have only one



chance for the same along with the next immediate regular batch of students.

### **Requirement of the Laboratory Support and Library Resources**

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

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

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

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for MA Malayalam programme (350 students)
01	Pay and Allowance	435.00	1502200
02	Contact classes and evaluation	80.00	92100
03	Course materials	100.00	115200
04	Advertisement charges	25.00	28800
05	Postage and telephone	7.4	8400
06	Books and Periodicals	3.5	3900
07	Miscellaneous	9.95	11400
	Total	660.85	1762000
	Provisions (6%)		105720
	Total		1867720 Cost per student/ year=Rs.5336

### **Quality Assurance Mechanism and Expected Programme Outcomes**

#### **Quality Assurance Mechanism**

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

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

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

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

Distance Learning) Regulations, 2017.

- (b) The CIQA is periodically conducting institutional quality audits, to promote quality assurance and enhance as well as spread best-in-class practices of quality assurance. The CIQA conducts the quality audit by addressing the following seven broad areas, namely:
- i. Governance, leadership and management
  - ii. Articulation of higher educational institutions objectives
  - iii. Programme development and approval processes
  - iv. Infrastructure resources
  - v. Learning environment and learner support
  - vi. Assessment & evaluation of learning outcomes
  - vii. Teaching quality and staff development
- (c) The SDE has an approved panel of experts for preparing SML. The SLM prepared is being edited by the course coordinator. The CIQA also oversees the development and preparation of SLMs. Then submit the SLMs to the Board of Studies concerned for the approval. The SLMs are developed with the approach of self explanatory, self-contained, self-directed, self-motivating and self-evaluating.
- (d) The SDE of the University has two full time faculty members exclusively for coordinating the programme and also has a panel of qualified guest teachers for counselling students and engaging in personal contact programmes in the Head Quarters at Thiruvananthapuram and study centres at Kollam, Adoor and Alappuzha.

### **Expected Programme Outcomes**

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

- Develop an ability to teach Malayalam for UG and PG programmes in Colleges and Universities or undertake research leading to MPhil or PhD in Malayalam.
- Develop an ability to effectively communicate both orally and verbally in Malayalam
- Develop self confidence and skills for working independently and in a team
- Have a foundation on literary theories, movements, culture and history of Malayalam literature
- Develop the ability to critically look at concepts, beliefs and ideas in society, while also learning to critically analyse texts and cultural artefacts’.
- Have an increase awareness of the general issues prevailing in the society.

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

  
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**UNIVERSITY OF KERALA**  
**School of Distance Education**  
**Master of Arts (English)**  
**PROGRAMME PROJECT REPORT**

**1. University of Kerala**

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

**2. The School of Distance Education**

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

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

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

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

### **3. Details of the Proposed MAEnglish Programme**

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

##### **Mission & Objectives**

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

- i. To help learners form a substantial foundation on literary forms, the history of English language, literature and literary works including samples of Indian literature.
- ii. To impart skills to critically evaluate and appreciate literary works, to extend this ability to other cultural and artistic forms.
- iii. To impart and fine tune English language skills essential for employability and for vertical professional mobility.

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

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

MA English follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala.

#### **(c) Nature of prospective target group of learners**

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

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

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

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

1. Reading skills: read texts with careful attention and appreciate them recognize key ideas in texts and rhetorical strategies used to develop them respond to aesthetic, rhetorical, and cultural qualities in texts.
2. Writing skills: write clearly and fluently in multiple genres, organize coherently and logically, edit writing so that it conforms to standard usage, develop convincing, well-supported essays,
3. Understanding Literature: understand the relationship of literature to history and culture, understand the history of literature in English in terms of major periods and authors, recognize and define major genres of literature, and recognize and define formal features in literature.
4. Understanding English Language: learn the history and evolution of English language, understand English Grammar and phonology, and understand further the structure of English, understand the various forms of English and its use in different circumstances like spoken English, official English, scientific English, computing English etc.
5. Understanding Theory and Criticism: understand and implement several literary and rhetorical theories, relate the study of discourse in English to English language and comparison of eastern and western theories, understand the general nature, purpose, and methods of English studies
6. Doing Research: understand and use basic research tools, develop questions and topics worth researching, incorporate research into writing

**(e) Instructional Design**

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

**(f) Programme Details**

Semester	Paper Code	Title of the Paper	Maximum Marks		
			CE	ESE	Total
I	EL 211	Chaucer to the Elizabethan Age	25	75	100
	EL 212	Shakespeare	25	75	100
	EL 213	The Augustan Age	25	75	100
	EL 214	The Romantic Age	25	75	100
II	EL 221	The Victorian Age	25	75	100
	EL 222	The 20th century	25	75	100
	EL 223	Indian Writing in English	25	75	100
	EL 224	Literary Theory 1	25	75	100
III	EL 231	Linguistics & Structure of the English Language	25	75	100
	EL 232	Literary Theory 2	25	75	100
	EL 233	Contemporary Malayalam Literature in English Translation	25	75	100
	EL 233	Dalit Writing	25	75	100
IV	EL 241	English Language Teaching	25	75	100
	EL 242	Introduction to Cultural Studies	25	75	100
	EL 243	European Fiction	25	75	100
	EL 243	Film Studies	25	75	100
	EL 244	Comprehensive Paper	-	100	100
	EL 245	Project & Project based Viva Voce	-	100	100
		<b>Total</b>	<b>1800</b>		

**(g) Duration of the programme**

Four Semesters, two years.

**(h) Faculty and support staff requirement**

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

**(i) Instructional delivery mechanisms**

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

from this academic year onwards.

#### **(j) Student Support Service Systems at SDE**

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

#### **(k) Procedure for admissions, curriculum transaction and evaluation**

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

#### **(l) Minimum Eligibility for Admission**

Eligibility for admission to MA English, as per university norms is graduation in English (with not less than 4.5 CCPA(S) for graduates who have passed qualifying examination in CBCS pattern - 2013 admissions / with not less than 1.8 CGPA(S) for graduates who have passed qualifying examination in CBCS pattern prior to 2013 admissions / with not less than 45% marks in part III optional subjects for graduates who have passed qualifying examination in Annual scheme / other pattern) or graduation in any subject with Part I English for at least 300 marks.

**(m) Fee Structure:** The fee for the course is Rs.10,305/- (Rupees Ten thousand three hundred and five only). Tuition fee is waived for students belonging to eligible categories.

#### **(n) Financial Assistance**

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

#### **(o) Programme Delivery**

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

**(p) Academic Calendar**

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

**(q) Evaluation**

The evaluation of the programme will consist of two parts: a) Continuous Assessment (CA) b) End Semester Evaluation (ESE) The CA and ESE ratio shall be 1:4 i.e. a maximum of 25 marks for CA and a maximum of 75 marks for ESE. There will be no separate minimum for CA and ESE. However, the minimum pass requirement of a course will be 40%. Minimum marks required for passing a programme will also be 40%.

The classification of results of the programme shall be done at the end of the 4<sup>th</sup> semester based on the total marks secured for all semesters and shall be as follows.

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

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

(b) End Semester Evaluation (ESE): End Semester Evaluation of all the Courses in all the



semesters including the examination for Essay shall be conducted by the University.

Minimum attendance required for attending ESE will be 50%. However those who cannot secure the required percentage of attendance can appear for ESE by paying a condonation fee fixed by the University. Examinations for odd and even semesters will be conducted together towards the end of every academic year.

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

Evaluation is continuous and end semester. Continuous Evaluation requires the submission of one assignment for 15 marks and one Test Paper/practicum/ Case analysis for 10 marks for each course carrying a total of 25 marks. End Semester Examinations are conducted by the Controller of Examinations, University of Kerala. The written exams carry 75 marks perpaper.

**Scheme of Evaluation Continuous Assessment (CA) Total marks: 25**  
**Allocation of Marks for Each Component**

Components	Marks
Assignment	15
Test Course/Practicum/ Case Analysis	10
<b>Total</b>	<b>25</b>

**End Semester Evaluation (ESE): 75 marks**

**(r) Requirement of the laboratory support and Library Resources**

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

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

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

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for M.A English programme (600 students)
01	Pay and Allowance	435.00	1804400
02	Contact classes and evaluation	80.00	184707
03	Course materials	100.00	23088
04	Advertisement charges	25.00	57721
05	Postage and telephone	7.4	17085

06	Books and Periodicals	3.5	8080
07	Miscellaneous	9.95	22973
	Total	660.85	2118054
	Provisions (6%)		127083
	Total		2245137 Cost per student/ year=Rs.3742

## 5. Quality Assurance Mechanism and Expected Programme Outcomes

### Quality Assurance Mechanism

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

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

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

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

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

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

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

(d) The SDE of the University has two full time faculty members exclusively for coordinating

the programme and also has a panel of qualified guest teachers for counselling students and engaging in personal contact programmes in the Head Quarters at Thiruvananthapuram and study centres at Kollam.

### **Expected Programme Outcomes**

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

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

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

  
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**REGISTRAR  
IN-CHARGE**  


**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Library and Information Science (BLISc)**

**PROGRAMME PROJECT REPORT**

**1. University of Kerala**

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

**2. The School of Distance Education**

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

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

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

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

### **3. Details of the Proposed B.L.I.Sc Programme**

#### **Programme's Mission & Objectives**

##### **(a) Mission**

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education to all, the programme Bachelor of Library and Information Science (B.L.I.Sc) provides a meaningful educational experience that meets current and emerging library, information and technology needs, and prepares students for productive roles in a variety of continually evolving information environments, or to continue their education..

##### **(b) Objectives**

The objectives of the Bachelor of Library and Information Science (B.L.I.Sc) are:

- I. To give the students an understanding of the basic principles and fundamental laws of library and information science.
- II. To enable the students to understand and appreciate the place and functions of different types of libraries in the changing social and educational setup; and
- III. To give training to the students in the techniques and routines of modern library management.

#### **Relevance of the Program with HEI's Mission and Goals**

Offered in the distance mode, Bachelor of Library and Information Science (B.L.I.Sc) will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focused, quality and cost conscious but socially responsible education.

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

#### **Nature of Prospective Target Group of Learners**

BLISc programme has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges and university departments.

- Graduate pass outs who are seeking a career at library profession.
- Those who like to be a library professional.

- Diploma holders who seek graduation in library and information science.

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

### **Appropriateness of Programme to be Conducted in Open and Distance Learning Mode to Acquire Specific Skills and Competence**

The B.L.I.Sc programme will see to ensure the following skills and competences in the learners.

1. Understanding Library: Knowledge of the philosophy and techniques of library service
2. IT Skills: The ability to use computer applications.
3. Software Skills: The ability to familiar with library automation softwares. And also understand various digital library softwares.
4. Library Management: The ability to manage all the activities of libraries.
5. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form

### **Instructional Design**

Semester	Course Number	Course Title	Maximum Marks		
			Internal Assessment	Written exam (3 hrs.)	Total
I	LISB41	Library and Society	25	75	100
	LISB42	Library Management	25	75	100
	LISB43	Library Classification and Cataloguing (Theory)	25	75	100
	LISB44	Library Classification (Practical)	25	75	100
		<b>Total</b>			<b>400</b>
II	LISB45	Information Sources, Services and Systems	25	75	100
	LISB46	Information Technology (Theory)	25	75	100
	LISB47	Information Technology (Practical)	25	75	100
	LISB48	Library Cataloguing (Practical)	25	75	100
		<b>Total</b>			<b>400</b>
		<b>Grand Total</b>			<b>800</b>

### **Procedure for Admissions, Curriculum Transaction and Evaluation**

Applications for admissions are received online. Eligibility for admission to B.L.I.Sc is a pass in degree of any other university recognised as equivalent thereto.

The curriculum is transacted in distance mode with the help of SLMs and contact classes. Evaluation is continuous and end semester. Continuous assessment is set apart for 25 marks for each paper. These 25 marks are apportioned as 5 marks for attendance, 10 marks for test papers and assignments' and 10 marks for seminar presentation. The terminal examination in each paper is of three hours duration and carries 75 marks.

**Fee structure:** Rs. 6250/- for entire programme. Tuition fee is waived for students belonging to eligible categories.

### Academic Calendar

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

### Financial Assistance

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

### Requirement of the Laboratory Support and Library Resources

Students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

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

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

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for B.LISc programme (200 students)
01	Pay and Allowance	435.00	334782
02	Contact classes and evaluation	80.00	61569
03	Course materials	100.00	76962
04	Advertisement charges	25.00	19240
05	Postage and telephone	7.4	5695
06	Books and Periodicals	3.5	2694
07	Miscellaneous	9.95	7657
	Total	660.85	508599
	Provisions (6%)		30516
	Total		539115
			Cost per student/ year=Rs.2695
	Total	567.33532	836250
	Provisions (6%)		50175
	Total		886425
			Cost per student/ year=Rs.4432/-

### Quality Assurance Mechanism

Quality is monitored through a continuous assessment system. The distance learning program would be monitored continuously by fulltime faculty in Library and information Science available under school of distance education. The faculty members will continuously interact with students on strengthening the learning process.

### Expected Programme Outcome

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

- Develop the capacity to maintain a full-fledged library.
- Motivate the awareness of library
- Eligible for higher studies in library science
- Process information by effective use of IT tools
- Develop an understanding of various library management tools
- Eligible for applying national and international jobs in Libraries
- Develop self-confidence and awareness of general issues prevailing in the society



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

  
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**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Business Administration (BBA)**

**PROGRAMME PROJECT REPORT**

**a. Mission and Objectives**

**Mission**

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

**Objectives**

- i. To help learners in understanding the basic concepts of management, management theories and management practices.
- ii. To impart analytical skills in understanding managerial problems and functional issues so as to enable them to enrich learning to resolve issues.
- iii. To provide skills in the application of management theories and principles in an organizational context.

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

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

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

**c. Nature of Prospective Target Group of Learners**

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

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

**BBA (Semester I and II)**

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

**BBA (Semester III, IV, V & VI)**

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

**1. Finance**

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

**2. Marketing Management**

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

**3. HRM**

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

**4. Tourism Management**

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

**e) Instructional Design**

**i) Curriculum design**

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

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

**ii) Programme details (syllabus)**

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

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

### Elective Streams

#### STREAM I: Human Resource Management

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

VI	BM 1661.1	Performance Management
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### **STREAM II: Marketing Management**

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

### **STREAM III: Finance**

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

### **STREAM IV: Tourism Management**

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

### **OPEN COURSES**

*(For students of other discipline)*

<b>Semester</b>	<b>Course Code</b>	<b>Course title</b>
V	1551.4	Fundamentals of Financial Accounting

### **ELECTIVE COURSE**

*(For students of Business Administration – Elect one course)*

<b>Semester</b>	<b>Course Code</b>	<b>Course title</b>
VI	1661.5	Business Communication

#### **iii) Duration of the Programme**

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

#### **iv) Faculty and support staff requirement**

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

#### **v) Instructional delivery mechanism**

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

#### **vi) Student support service systems at SDE**

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

#### **f) Procedure for admissions, curriculum transaction and evaluation**

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

ii) Minimum eligibility for admission

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

#### **iii) Fee structure**

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

iv) Financial assistance

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

v) Programme delivery

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

vi) Academic calendar

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

vii) Evaluation

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



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

**g) Project/Dissertation Work**

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

***Evaluation of Project***

- \* A Board of two examiners appointed by the University shall evaluate the report.
- \* There shall be no Continuous Evaluation for the Project work.
- \* Evaluation of project should involve submission of report with a project based viva-voce.
- \* A Viva voce based on the project report shall be conducted individually by the Board of Examiners.

**h) Requirement of the laboratory support and library resources**

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

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

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

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

**j) Quality assurance mechanism and expected programme outcomes**

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

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

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

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



REGISTRAR  
IN-CHARGE




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

# **UNIVERSITY OF KERALA**

## **School of Distance Education**

### **Bachelor of Commerce**

### **PROGRAMME PROJECT REPORT**

#### **1. University of Kerala**

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

#### **2. The School of Distance Education**

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

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

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

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

### **3. Details of the Proposed B.Com Programme**

#### **Mission & Objectives**

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

The programme aims at the following objectives:

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

#### **Relevance of the Programme with the Mission and Goals of the University**

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

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

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

### **Nature of Prospective Target Group of Learners**

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

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

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

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

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

1. All the courses in the programme are theory and/or problem based. So, no laboratory or experiment is needed to impart the skills and competence required for the programme.
2. The specific skill and competencies required for a B.Com graduate can be imparted to a great extent through SLMs prepared with the approach of self-explanatory, self-contained, self-

directed, self motivating and self-evaluating.

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

### **Instructional Design**

### **Curriculum Design**

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

### **Programme Details**

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

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

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

## ELECTIVE STREAMS

### ELECTIVE I-FINANCE

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

### ELECTIVE II-COPERATION

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



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

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

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

#### OPEN COURSES

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

#### Duration of the Programme

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

#### Faculty and Support Staff Requirement

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

#### Instructional Delivery Mechanisms

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

## **Student Support Service Systems at SDE**

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

## **Procedure for Admissions, Curriculum Transaction and Evaluation**

### **Admission**

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

### **Minimum Eligibility for Admission**

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

### **Fee Structure**

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

### **Financial Assistance**

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

### **Programme Delivery**

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

### **Academic Calendar**

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

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

### Evaluation

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

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

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

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

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

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

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

The minimum credits required for the award of the Programme

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

### Requirement of the Laboratory Support and Library Resources

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

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

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

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

### Quality Assurance Mechanism and Expected Programme Outcomes

#### 3.15.1 Quality Assurance Mechanism

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

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

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

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

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

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

### **3.16 Expected Programme Outcomes**

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

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

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



**DIRECTOR**  
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Thiruvananthapuram - 695 581



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**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Computer Applications (BCA)**  
**PROGRAMME PROJECT REPORT**

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

**Mission**

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

**Objectives**

- i. To expertise students in the fields of information technology and management, computer programming, internet operations, computer applications, business communication, logic design, data structure, systems analysis, computer architecture, data base management etc.
- ii. To prepare students with the necessary skills to build successful careers in the information sector.

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

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

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

**(c) Nature of prospective target group of learners:**

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

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

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

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

1. Joining IT firms, software and web developments

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

2. System Analyst

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

3. Network Manager

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

4. Digital Marketing

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

**(e) Instructional Design:**

**SCHEME AND SYLLABUS AND DISTRIBUTION OF MARKS**

**Semester 1**

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

**Semester 2**

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



		Programming			
CP1243	3	Data Structures	20	80	100
CP1244	3	Programming Lab – II	20	80	100
CP1245	3	Data Structure Lab	20	80	100
<b>TOTAL</b>	<b>20</b>		<b>140</b>	<b>560</b>	<b>700</b>

### Semester 3

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

### Semester 4

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

### Semester 5

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

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

### Semester 6

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

#### (f) Duration of the programme

6 Semesters, three years.

#### (g) Faculty and support staff requirement

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

#### (h) Instructional delivery mechanisms

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

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

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

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

### Academic Calendar

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

Tuition fee is waived for students belonging to eligible categories.

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

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

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

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

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

**(k) Requirement of the laboratory support and Library Resources:**

Laboratory hours are mandatory for BCA, but students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity. The SDE has a separate Library with more than 28,000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount

of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

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

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for BCA programme (200 students)
01	Pay and Allowance	435.00	400000
02	Contact classes and evaluation	80.00	75000
03	Course materials	100.00	185000
04	Advertisement charges	25.00	19240
05	Postage and telephone	7.4	5695
06	Books and Periodicals	3.5	2694
07	Miscellaneous	9.95	7657
	Total	660.85	695286
	Provisions (6%)		41717
	Total		737003
			Cost per student/ year=Rs.3685

**(m) Quality assurance mechanism and expected programme outcomes**

The University Board of Studies for Computer Science programmes approves and reviews the syllabus, course content, and the Self Learning Material of BCA offered in the distance mode also. The overall ensuring of quality will be closely monitored by the Centre for Internal Quality Assurance, School of Distance Education.

**(n) Expected Outcomes**

After acquiring this course the students will be able to:

- Develop programming skills that can lead them to jobs like software developer, software test engineer etc.
- Quite knowledgeable in various computer applications and the latest developments in IT and communication systems.
- Develop skills in software development so as to enable the BCA graduates to take up self employment in Indian and global markets.
- Recognize the need for professional development.
- Develop sensitivity and awareness which leads to commitment and courage.
- Develop critical ability to distinguish between essence and form.

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



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**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Science (Computer Science)**  
**Programme Project Report**

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

**Mission**

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

**Objectives**

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

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

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

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

**(c) Nature of prospective target group of learners**

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

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

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

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

1. Programming -The ability to design and write computer programs by using different programming languages and in different platforms.
2. Network Management -Able to setup and manage networks.
3. Web design -Able to design and create web pages and creation of websites.
- 4.4.Database Management-Able to create and manage databases.
5. Analytical and Logical skills-Ability to identify a problem and coming up with a most suitable technological solution to address it.
6. Problem solving skills-Ability to solve complex problems in a systematic and logical way.

**(e) Instructional Design:**

Instructional Design:

**SCHEME AND DISTRIBUTION OF MARKS**

**Semester 1**

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

**Semester 2**

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

**Semester 3**

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

**Semester 4**

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

**Semester 5**

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



## Semester 6

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

### Duration of the programme

6 Semesters, three years.

### Faculty and support staff requirement

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

### Instructional delivery mechanisms

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

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

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

### (g) Academic Calendar

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

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

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

### **Financial Assistance**

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

### **Programme Delivery**

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

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

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

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

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

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

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

**(i) Quality assurance mechanism and expected programme outcomes :**

**Quality Assurance Mechanism**

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

- (a) Established a Centre for Internal Quality Assurance (CIQA) at the University level to develop and put in place a comprehensive and dynamic internal quality assurance system to enhance the quality of the programmes offered through distance mode as per the norms and guidelines of the University Grants Commission (Open and Distance Learning) Regulations, 2017.
- (b) The CIQA is periodically conducting institutional quality audits, to promote quality assurance and enhance as well as spread best- in-class practices of quality assurance. The CIQA conducts the quality audit by addressing the following seven broad areas, namely:
  - i. Governance, leadership and management
  - ii. Articulation of higher educational institutions objectives
  - iii. Programme development and approval processes
  - iv. Infrastructure resources
  - v. Learning environment and learner support
  - vi. Assessment & evaluation of learning outcomes
  - vii. Teaching quality and staff development
- (c) The SDE has an approved panel of experts for preparing SLM. The SLM prepared is being edited by the course coordinator. The CIQA also oversees the development and preparation of SLMs. Then submit the SLMs to the Board of Studies concerned for the approval. The SLMs are developed with the approach of self explanatory, self-contained, self-directed, self- motivating and self-evaluating.
- (d) The SDE of the University has three full time faculty members exclusively for coordinating the programme and also has a panel of qualified guest teachers for counselling students and engaging in personal contact programmes.

## Expected Programme Outcomes:

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

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

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

  
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**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Science (Mathematics)**  
**PROGRAMME PROJECT REPORT**

### **1. Program's Mission and Objectives**

#### **Mission**

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

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

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

#### **Objectives**

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

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

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

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

### **3. Nature of prospective target group of learners:**

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

learning, eligibility for enrolment and age of entry.

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

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

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

**4. Instructional Design:**

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

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

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



		<b>GRAND TOTAL</b>	<b>125</b>	<b>680</b>	<b>2820</b>	<b>3700</b>
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## 06 Duration of the program

Six semesters, three years.

## 07 Faculty and support staff requirement

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

## 8. Instructional delivery mechanisms

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

## 10. Procedure for admissions, curriculum transaction and evaluation:

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

11. **Fee structure** : Rs. 15445/- for entire programme.

## 12. Academic Calendar

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

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

### 13. Financial Assistance

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

### 14. Curriculum transaction and evaluation

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

### 15. Requirement of the laboratory support and Library Resources:

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

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

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

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

	Total		799240 Cost per student/ year=Rs.5328
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### 17. Quality assurance mechanism and expected program outcomes:

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

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

### 17. Expected Programme Outcomes

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

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

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

  
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**REGISTRAR**  
 IN-CHARGE  


**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Arts (Sociology)**  
**Programme Project Report**

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

**Mission**

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

**Objectives**

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

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

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

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

**(c) Nature of prospective target group of learners**

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

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

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

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

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

**(e) Instructional Design**

Instructional Design:

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

Semester	Course Code	Course Title	Number of Credits	CE (Marks)	ESE (Marks)	Total
<b>I</b>	EN 1 1 1 1.1	Language Course I (English-I)	4	20	80	100
	ML/HN 1111.1	Language Course II (Addl. Language)	3	20	80	100
	EN 1 1 2 1	Foundation Course I (English)	2	20	80	100
	SG 1 1 4 1	Core- I- Introduction to Social Sciences	4	20	80	100
	PS 1 1 3 1	Complementary I –Political Science (Principles of political Science.)	2	20	80	100
	HY 1 1 3 1.1	Complementary II- History (History of Modern India during 1857- 190 0)	2	20	80	100
		<b>T O T A L</b>	<b>17</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>II</b>	EN 1 2 1 1.1	Language Course III (English II)	4	20	80	100
	EN 1 2 1 2.1	Language Course IV (English III)	3	20	80	100
	ML/HN 1 2 1 1.1	Language Course V (Addl. Language II)	3	20	80	100
	SG 1 2 4 1	Core II- Understanding Indian Society	4	20	80	100
	PS 1 2 3 1	Complementary III- Political Science (Introduction to Political Theory)	3	20	80	100

	HY 1 2 3 1.1	Complementary IV- History (History of Modern India during 1901-1920)	3	20	80	100
	<b>T O T A L</b>		<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>III</b>	EN 1 3 1 1.1	Language Course VI (E nglish- IV)	4	20	80	100
	ML/HN 1 3 1 1.1	Language Course VII (Addl. La nguage III)	4	20	80	100
	SG 1 3 2 1	Foundation Course II (Informatics)	3	20	80	100
	SG 1 3 4 1	Core III -Sociological Theory	4	20	80	100
	PS 1331	Complementary V-Political science ( Public Administration)	3	20	80	100
	HY 1331.1	Complementary VI- History (History of Modern India 1921- 1947)	3	20	80	100
	<b>T O T A L</b>		<b>21</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>IV</b>	EN 1 4 1 1.1	Language Course VIII (English V)	4	20	80	100
	ML/HN 1411.1	Language Course IX (Addl. Language IV)	4	20	80	100
	SG 1441	Core IV- Research Methodology	4	20	80	100
	SG 1442	Core V– Social Psychology	3	20	80	100
	PS 1431	Complementary VII-Political Science (Inte rna tiona l politics)	3	20	80	100
	HY 1431.1	Complementary VIII- History (History of conte mpora ry India After 1948)	3	20	80	100
		<b>T O T A L</b>		<b>21</b>	<b>120</b>	<b>480</b>

<b>V</b>	SG 1 5 4 1	Core VI- Structure & Transformation of Kerala Society	4	20	80	100
	SG 1 5 4 2	Core VII - Sociology of Development	2	20	80	100
	SG 1 5 4 3	Core VIII – Gender and Society	4	20	80	100
	SG 1 5 4 4.1	Core IX– Rural Development	4	20	80	100

	SG 1 5 4 5.1	Core X-Social Anthropology	4	20	80	100
	SG 1 5 5 1.1	Open I- Life Skill Education	2	20	80	100
	SG 1 6 4 5	Project Work	-	-	-	-
	<b>TOTAL</b>		<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>VI</b>	SG 1 6 4 1	Core XI – Environmental Sociology	4	20	80	100
	SG 1 6 4 2	Core XII– Public Health & Social Epidemiology	4	20	80	100
	SG 1 6 4 3.2	Core XIII- Social Welfare Administration	4	20	80	100
	SG 1 6 4 4.1	Core – XIV Crime and Society	3	20	80	100
	SG 1 6 6 1.2	Elective 1- Tourism and Society	2	20	80	100
	SG 1 6 4 5	Dissertation	4	-	80+ 20 (Viva-Voce)	100
	<b>TOTAL</b>		<b>21</b>	<b>100</b>	<b>500</b>	<b>600</b>
	<b>GRAND TOTAL</b>		<b>120</b>	<b>700</b>	<b>2900</b>	<b>3600</b>

### **Duration of the programme**

6 Semesters, three years.

### **Faculty and support staff requirement**

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

### **Instructional delivery mechanisms**

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

### **Procedure for admissions, curriculum transaction and evaluation:**

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

University as equivalent thereto.

**Fee structure:** RS 13605/- fore full programme.

Tuition fee is waived for students belonging to eligible categories.

### **Financial assistance**

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

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

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

**Evaluation** is continuous and end semester.

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

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

### **Requirement of the laboratory support and Library Resources:**

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

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

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

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for B.A Sociology programme (800 students)
01	Pay and Allowance	435.00	1674000
02	Contact classes and evaluation	80.00	307000
03	Course materials	100.00	384000
04	Advertisement charges	25.00	96000
05	Postage and telephone	7.4	28000
06	Books and Periodicals	3.5	13000
07	Miscellaneous	9.95	38000



	Total	660.85	2540000
	Provisions (6%)		152400
	Total		2692400 Cost per student/year=Rs.3366

**Quality assurance mechanism and expected programme outcomes**

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

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

**Expected outcomes**

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

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



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**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Arts (Political Science)**  
**PROGRAMME PROJECT REPORT**

**Details of the Proposed B A Political Science Programme**

**Mission & Objectives**

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

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

The programme aims at the following objectives:

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

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

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

### **Nature of Prospective Target Group of Learners:**

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

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

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

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

**Instructional Design:**

**Scheme of First Degree Programme in Political Science**

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

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

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

### Duration of the Programme

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

### Faculty and Support Staff Requirement

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

### Instructional Delivery Mechanisms

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

### Procedure for admissions, curriculum transaction and evaluation:

#### 1. Admission

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

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

#### 3. Financial Assistance

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

Fund (KUF).

#### 4. Programme Delivery

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

#### 5. Academic Calendar

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

#### 6. Evaluation

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

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

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

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

Candidates securing 60% and above - First Class

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

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

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

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

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

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

### **Requirement of the laboratory support and Library Resources**

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

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

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

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



	Total		469368 Cost per student/ year=Rs.4694
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### Quality Assurance Mechanism

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

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

### Expected Programme Outcomes

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

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

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



REGISTRAR  
IN-CHARGE




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

## **1. University of Kerala**

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

## **2. The School of Distance Education**

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

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

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

### **3. Details of the Proposed BA (History) Programme**

#### **(a) Programme's mission & Objectives**

##### **i. Mission**

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

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

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

##### **ii. Objectives**

1. To provide an effective alternative path to wider opportunities in education and especially in higher education.
2. To provide an efficient and less expensive education
3. To provide education facilities to all qualified and willing persons
4. To provide opportunities of academic pursuits to educated citizens willing to improve their standard of knowledge
5. To provide education facilities to those individuals who look upon education as a life- long activity

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

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

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

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

### **(c) Nature of Prospective Target Group of Learners**

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

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

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

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

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

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

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

**(e) Instructional Design****(i) Programme Details**

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

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

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

### (ii) Duration of the Programme

The programme consists of 6 Semesters spreading to three years.

### (iii) Faculty and Support Staff Requirement

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

### (iv) Instructional Delivery Mechanisms

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

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

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

**(i) Admission and Eligibility**

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

**Academic Calendar**

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

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

**(iii) Financial Assistance**

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



#### **(iv) Programme Delivery**

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

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

#### **(v) Evaluation**

Evaluation is continuous and end semester.

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

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

#### **(g) Requirement of the Laboratory Support and Library Resources**

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

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

#### **(h) Cost Estimate of the Programme and the Provisions**

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

#### **(i) Quality assurance mechanism and expected programme outcomes**

##### **(i) Quality Assurance Mechanism**

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

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

## (ii) Expected Programme Outcomes

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

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

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

  
**DIRECTOR**  
School of Distance Education  
University of Kerala, Kariavattom,  
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**REGISTRAR  
IN-CHARGE**



**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Arts (Economics)**

**PROGRAMME PROJECT REPORT**

**1. University of Kerala**

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

**2. The School of Distance Education**

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

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

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

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

### **3. Details of the Proposed B.A. Programme**

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

##### **Mission**

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

##### **Objectives**

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

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

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

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

#### **(c) Nature of Prospective Target Group of Learners**

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

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

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

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

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

*Subject specific skills:*

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

*Cognitive skills*

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

**(e) Instructional Design**

**Course Structure and Mark Distribution**

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

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

IV	ECD 1441	Core IV Basic Tools for Economics I	4	20	80	100
	ECD 1442	Core V Macro Economics I	3	20	80	100
	PS 1431	Complementary VII Political Science (International Politics)	3	20	80	100
	HY 1431.1	Complementary VIII- Indian History [History of Contemporary India (After1948)]	3	20	80	100
		<b>TOTAL</b>	<b>21</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>Sem No.</b>	<b>Course Code</b>	<b>COURSE TITLE</b>	<b>Number of Credits</b>	<b>CE Marks</b>	<b>ESE Marks</b>	<b>Total</b>
V	ECD 1541	Core VI Money and Modern Banking	4	20	80	100
	ECD 1542	Core VII Macro Economics II	4	20	80	100
	ECD 1543	Core VIII Economics of Growth and Development	2	20	80	100
	ECD 1544	Core IX Indian Economy	4	20	80	100
	ECD 1545	Core X Public Economics	4	20	80	100
	ECD 1551	Open Course - Human Resources Management	2	20	80	100
		<b>TOTAL</b>	<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>Sem No.</b>	<b>Course Number</b>	<b>COURSE TITLE</b>	<b>Number of Credits</b>	<b>CE Marks</b>	<b>ESE Marks</b>	<b>Total</b>
VI	ECD 1641	Core XI Kerala Economy	4	20	80	100
	ECD 1642	Core XII- Financial Economics	4	20	80	100
	ECD 1643	Core XIII Basic Tools for Economics II	4	20	80	100
	ECD 1644	Core XIV- International Economics	3	20	80	100
	ECD 1661.1	Elective – Agricultural Economics	2	20	80	100
	ECD 1645	General Essays on Indian Economy	4	-	100	100
		<b>TOTAL</b>	<b>21</b>	<b>100</b>	<b>500</b>	<b>600</b>
		<b>GRAND TOTAL</b>	<b>120</b>	<b>700</b>	<b>2900</b>	<b>3600</b>

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

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

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

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

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

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

**Academic Calendar**

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

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

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

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



place yet, but steps are being initiated.

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

- 1) Continuous Evaluation (CE)
- 2) End Semester Evaluation (ESE)

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

**(g) Requirement of the Laboratory Support and Library Resources**

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

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

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

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

### **(i) Quality Assurance Mechanism and Expected Programme Outcomes**

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

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

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

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

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

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

### **Expected Programme Outcomes:**

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

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

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

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



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



**REGISTRAR  
IN-CHARGE**



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

## **1. University of Kerala**

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

## **2. The School of Distance Education**

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

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

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

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

### **3. Details of the Proposed BA Hindi Programme**

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

##### **Mission & Objectives**

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

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

- i. To familiarize the students with various trends in Hindi literature and Understanding the literary trends and works in a different way
- ii. Learn Hindi for effective communication in different fields like administration, media and business.
- iii. Understanding translation as a linguistic, cultural, economic and professional activity.
- iv. Familiarizing the practical grammar and analyzing the problems and challenges of effective communication in Hindi. Also develop technical skills in Applied Hindi.
- v. To enable the student to engage with conceptual issues relating to culture and civilization to identify the power of resistance of Indian culture- to instil the values and the rich tradition of India into the minds of the students. Familiarize some of the eminent writers in Hindi literature and thereby inculcate Socio-cultural values.
- vi. To impart skills to critically evaluate and appreciate literary works, to extend this

ability to other cultural and artistic forms..

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

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

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

### **Nature of prospective target group of learners**

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

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

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

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

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

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

### **Instructional Design**

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

### **Programme Details**

#### **Semester – 1**

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

#### **Semester – 2**

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

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

### Semester – 3

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

### Semester – 4

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



## Semester – 5

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

## Semester – 6

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

### Duration of the programme

Six Semesters, three years.

### Faculty and support staff requirement

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

### **Instructional delivery mechanisms**

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

### **Student Support Service Systems at SDE**

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

### **Procedure for admissions, curriculum transaction and evaluation**

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

### **Minimum Eligibility for Admission**

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

### **Fee Structure**

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

### **Financial Assistance**

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

### **Programme Delivery**

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

## Academic Calendar

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

## Evaluation

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

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

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

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

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

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

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

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

### **Requirement of the laboratory support and Library Resources:**

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

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

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

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

### **Quality Assurance Mechanism and Expected Programme Outcomes**

#### **Quality Assurance Mechanism**

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

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

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

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

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

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

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

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

### **Expected Programme Outcomes**

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

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

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

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



**REGISTRAR  
IN-CHARGE**



**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Arts (Malayalam)**  
**PROGRAMME PROJECT REPORT**

**University of Kerala**

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

**1. The School of Distance Education**

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

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

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

campus/learner support centres.

## **Details of the Proposed BA Malayalam Programme**

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

#### **Mission & Objectives**

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

- i. To help learners form a substantial foundation on literary forms, the history of Malayalam language, literature and literary works including samples of Indian literature.
- ii. To impart skills to critically evaluate and appreciate literary works, to extend this ability to other cultural and artistic forms.
- iii. To impart and fine tune Malayalam language skills essential for employability and for vertical professional mobility.

#### **Relevance of the program with HEI's Mission and Goals**

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

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

#### **Nature of prospective target group of learners:**

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

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

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

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

1. Reading skills :read texts with careful attention and appreciate them recognize key ideas in texts and rhetorical strategies used to develop them respond to aesthetic, rhetorical, and cultural qualities in texts
2. Writing skills: write clearly and fluently in multiple genres, organize coherently and logically, edit writing so that it conforms to standard usage, develop convincing, well-supported essays,
3. Understanding Literature: understand the relationship of literature to history and culture, understand the history of literature in Malayalam in terms of major periods and authors, recognize and define



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

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

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

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

6. Doing Research: understand and use basic research tools, develop questions and topics worth researching, incorporate research into writing

### Instructional Design

The BA Malayalam programme proposed here is also offered by the University through regular mode. Also, the programme has been approved by the statutory bodies of the University. Further, the University is revising the curriculum and syllabi of its BA Malayalam programme once in every three years to ensure that the content is updated to reflect current academic knowledge and practice, and also to ensure that the University used provide the best learning experiences possible for students. Academic staff and experts in the area of Malayalam propose changes in the curriculum and syllabi at the curriculum and syllabus revision workshop generally convened at least six months before the due date of curriculum and syllabus revision. Major changes are then submitted to the Board of Studies of Malayalam (Pass) of the University for Final Approval. As part of curriculum design, the curriculum and syllabus revision workshop considers curriculum analysis of social needs, translating the needs into course, splitting the objectives into specific objectives, grouping the specific objectives into subjects, deriving the subjects from the classification, specifying enabling objectives, unitising each subject matter, specification of required time and syllabus formulation.

### Programme Details

SEM	Course Code	Course Title	Number of Credits	CE (Marks)	ESE (Marks)	Total
I	END 1111.1	Language Course I Listening Speaking and Reading	4	20	80	100
	ML 1111.1	Language Course II (Addl. Language 1)	3	20	80	100
	EN 1121	Foundation Course I Writings on Contemporary Issues	2	20	80	100
	ML 1141	Core- I- Novel CharithravumPaadavum	4	20	80	100
	ML 1131.1	Complementary I – Kerala Culture 1	3	20	80	100
	SK 1131.2	Complementary II - Sanskrit 1	2	20	80	100
		<b>TOTAL</b>	<b>18</b>	<b>120</b>	<b>480</b>	<b>600</b>

II	EN 1211.1	Language Course III English II	4	20	80	100
	EN 1212.1	Language Course IV English III	3	20	80	100
	ML 1211. 1	Language Course V (Addl. Language II) GadyaSahithyam	3	20	80	100
	ML 1241	Core II- Nadakam, Charithram, Paadam, Prayogam	4	20	80	100
	ML 1231.1	Complementary III - Kerala Culture 2	3	20	80	100
	SK 1231.2	Complementary IV- Sanskrit 2	3	20	80	100
		<b>TOTAL</b>	<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>
III	EN 1311.1	Language Course VI Writing and Presentation Skills	4	20	80	100
	ML 1311.1	Language Course VII Addl. Language III Drisyakalasaahithyam	4	20	80	100
	ML 1321	Foundation course II (Informatics) Adhunkiasankethikavidyayummalay alabhashapadanavum	3	20	80	100
	ML 1341	Core Course III – Literary theories: Eastern and Westewrn	4	20	80	100
	ML 1331.1	Complementary V Paristhithi: sidhanthavumavishkaravum	3	20	80	100
	SK 1331.2	Complementary VI Sanskrit III	3	20	80	100
		<b>TOTAL</b>	<b>21</b>	<b>120</b>	<b>480</b>	<b>600</b>
IV	EN 1411.1	Language Course VIII English V	4	20	80	100
	ML 1411.1	Language Course IX Addl. Language IV Vinimayam, sargathmakarachana, bhashaavabhodham	4	20	80	100
	ML 1441	Core Course IV- Malayalakavitha- Poorvaghatam	4	20	80	100
	ML 1442	Core Course V Malayalasaahithyaniroopanam	3	20	80	100
	ML 1431.1	Complementary VII- Dalithezhuthu, pennezhuthu: Sidhanthavumavishkaravum	3	20	80	100
	SK 1431.2	Complementary VIII Sanskrit IV	3	20	80	100

		<b>TOTAL</b>	<b>21</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>V</b>	ML 1541	Core VI- Linguistic – History of language Bhashashastram	4	20	80	100
	ML 1542	Core VII – Cherukadhapadanam	4	20	80	100
	ML 1543	Core VIII – Folklore	2	20	80	100
	ML 1544	Core IX– Jeevacharitram, atmakadha, yatraanubhavam	4	20	80	100
	ML 1545	Core X- Film studies	4	20	80	100
	ML 1551.1	Open course I- Keraleeyakalal	2	20	80	100
		<b>TOTAL</b>	<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>VI</b>	ML 1641	Core XI– Madhyamalokam	4	20	80	100
	ML 1642	Core XII- Malayalavyakaranam	4	20	80	100
	ML 1643	Core XIII- Malayalakavitha : Utharaghattam	4	20	80	100
	ML 1644	Core XIV – Translation: Theory and practice	3	20	80	100
	ML 1661.1	Open course II- (Elective) Comparative literature	2	20	80	100
	ML 1551.4	Project work/ Essay	4	80+	20(Viva- Voce) / 100	100
		<b>TOTAL</b>	<b>21</b>	<b>100</b>	<b>500</b>	<b>600</b>
		<b>GRAND TOTAL</b>	<b>120</b>	<b>7 00</b>	<b>2900</b>	<b>3600</b>

### **Duration of the programme**

Six Semesters, three years.

### **Faculty and support staff requirement**

There are three full time faculty members available and one of them coordinates the BA Programme in Malayalam. There are sufficient number of administrative staff in the SDE in the rank of Deputy Registrar (One), Assistant Registrars (Three), Section Officers (Six), Assistants (18), Computer operators (Four) and Class Four staff (12) for the administrative support. The service of qualified guest teachers and experts from panels approved by the University are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

## Instructional delivery mechanisms

In addition to providing Self Learning Material, students are offered 60 contact hours each semester, conducted over 10 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use web resources. A repertoire of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis from this academic year onwards.

## Student Support Service Systems at SDE

(a) Information Centre, (b) Library with good collection of books and journals (c) Wi-Fi connectivity, (d) Counselling, (e) Students feedback, (f) Placement cell, (g) Students Grievance Redressal Cell, (g) Alumni Association, (i) Women's Cell, (j) Research Cell, (k) Post Office , (l) Snack bar and Refreshment Centre, (m) Restrooms, (n) Reprographic centre, (o) Drinking water etc.

## Procedure for admissions, curriculum transaction and evaluation :

The admission notifications for BA Malayalam programme, among others are being issued in leading national and regional dailies during June-July. The detailed information regarding admission is being given on the SDE website ([www.ideku.net](http://www.ideku.net)) and on the admission website ([www.sde.keralauniversity.ac.in](http://www.sde.keralauniversity.ac.in)). Students seeking admission shall apply online.

## Minimum Eligibility for Admission

Eligibility for admission to BA Malayalam is a pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.

**Fee Structure:** The fee for the course is Rs.13605/-.Tuition fee is waived for students belonging to eligible categories.

## Financial Assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST department as per the rules laid down by the government ofKerala and will be remitted to Kerala University Fund (KUF).

## Programme Delivery

The programme is being delivered with the help of SLM and Personal Contact programmes. The SLM is being dispatched to the students during each semester by hand or by post. And, at the end of each semester assignments are given and the marks are included in the ESA. The use of web-based tools is not in place yet, but steps are being initiated.

## Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV, V and VI Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		

Course	Schedule
III, IV, V and VI Semester	First week of July
I & II Semester	First week of November
Schedule of examinations	
Course	Schedule
V and VI Semester	First week of April
III and IV Semester	Second and Third week of April
I and II Semester	Fourth week of April

### **Evaluation**

The evaluation of the programme will consist of two parts: a) Continuous Evaluation (CE) b) End Semester Evaluation (ESE) The CE and ESE ratio shall be 1:4 i.e. a maximum of 20 marks for CE and a maximum of 80 marks for ESE. There will be no separate minimum for CE and ESE. However, the minimum pass requirement of a course will be 40%. Minimum marks required for passing a programme will also be 40%.

The classification of results of the programme shall be done at the end of the 6th semester based on the total marks secured for all semesters and shall be as follows.

Candidates securing not less than 40% but below 50% - Third Class Candidates securing not less than 50% but below 60% - Second Class Candidates securing 60% and above - First Class

(a) Continuous Evaluation (CE): In a semester each student shall be required to submit one assignment and do one Test Paper/Practicum/Case Analysis for each course without which his/her results will be withheld. Those who submit their assignments after the due date will have to pay a late fee as fixed by the university from time to time. The components of CE are, Assignment (10 marks) and Test Paper/Practicum /Case Analysis (10 marks). The results of the CE shall be displayed in SDE website. Complaints regarding the award of marks for CE if any have to be submitted to the Programme Coordinator within 15 working days from the display of results of CE.

(b) End Semester Evaluation (ESE): End Semester Evaluation of all the Courses in all the semesters including the examination for Essay shall be conducted by the University.

Minimum attendance required for ESE will be 50%. However those who cannot secure the required percentage of attendance can appear for ESE by paying a condonation fee fixed by the University.

Examinations for odd and even semesters will be conducted together towards the end of every academic year.

Improvement of ESE - Candidates who have successfully completed the Semester, but wish to improve their marks for the End Semester Evaluation (ESE) shall have only one chance for the same along with the next immediate regular batch of students.

### **Requirement of the laboratory support and Library Resources:**

A laboratory hour is not mandatory for BA Malayalam, but students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 28,000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be

remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

#### **Cost Estimate of the Programme and the Provisions (Base 2019-20)**

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for B.A Malayalam programme (250 students)
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04	Advertisement charges	25.00	24000
05	Postage and telephone	7.4	7000
06	Books and Periodicals	3.5	3250
07	Miscellaneous	9.95	9500
	Total	660.85	1135000
	Provisions (6%)		68100
	Total		1203100
			Cost per student/year=Rs4812

#### **Quality Assurance Mechanism and Expected Programme Outcomes**

##### **Quality Assurance Mechanism**

The University Board of Studies for FDP Malayalam programmes approves and reviews the syllabus, course content, and the Self Learning Material of BA Malayalam offered in the distance mode also.

The overall ensuring of quality will be closely monitored by the Centre for Internal Quality Assurance, School of Distance Education.

The SDE, University of Kerala has devised the following mechanism for monitoring the effectiveness of the BA Malayalam programme to enhance its standards of curriculum, instructional design etc.

- (a) Established a Centre for Internal Quality Assurance (CIQA) at the University level to develop and put in place a comprehensive and dynamic internal quality assurance system to enhance the quality of the programmes offered through distance mode as per the norms and guidelines of the University Grants Commission (Open and Distance Learning) Regulations, 2017.
- (b) The CIQA is periodically conducting institutional quality audits, to promote quality assurance and enhance as well as spread best- in-class practices of quality assurance. The CIQA conducts the quality audit by addressing the following seven broad areas, namely:
  - i. Governance, leadership and management
  - ii. Articulation of higher educational institutions objectives
  - iii. Programme development and approval processes
  - iv. Infrastructure resources
  - v. Learning environment and learner support

vi. Assessment & evaluation of learning outcomes

vii. Teaching quality and staff development

- (c) The SDE has an approved panel of experts for preparing SML. The SLM prepared is being edited by the course coordinator. The CIQA also oversees the development and preparation of SLMs. Then submit the SLMs to the Board of Studies concerned for the approval. The SLMs are developed with the approach of self explanatory, self-contained, self-directed, self-motivating and self-evaluating.
- (d) The SDE of the University has two full time faculty members exclusively for coordinating the programme and also has a panel of qualified guest teachers for counselling students and engaging in personal contact programmes in the Head Quarters at Thiruvananthapuram and study centres at Kollam, Adoor and Alappuzha.

### Expected Programme Outcomes

Towards the end of the programme, students will be able to:

- Develop an ability to effectively communicate both orally and verbally in Malayalam
- Develop self confidence and skills for working independently and in a team
- Have a foundation on literary theories, movements and history of Malayalam literature
- Develop the ability to critically look at concepts, beliefs and ideas in society
- Have an increase awareness of the general issues prevailing in the society

**Note:** The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.

  
**DIRECTOR**  
School of Distance Education  
University of Kerala, Kariavattom  
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REGISTRAR  
IN-CHARGE



**UNIVERSITY OF KERALA**  
**School of Distance Education**

**Bachelor of Arts (English)**

**PROGRAMME PROJECT REPORT (PPR)**

**University of Kerala**

The University of Kerala is a State university located in Thiruvananthapuram, the capital city Kerala. University of Kerala is the first University in the State, originally established as the University of Travancore in 1937 and is the 16<sup>th</sup> oldest University of the country. The present territorial jurisdiction of the University extends to the revenue districts of Thiruvananthapuram, Kollam, Alapuzha and Pathanamthitta. The University of Kerala is offering courses in regular as well as distance mode. In regular mode the University offers wide range of programmes at the undergraduate, post graduate, MPhil, doctoral levels, post graduate diploma, diploma and certificate levels. In distance mode the University offers 13 UG and 13 PG programmes. The University of Kerala has undergone immense transformation on various fronts during the last 80 years. The University has been recognized by the UGC as per UGC Act, 1956 under Section 2 (f) and 12 (b) and has been reaccredited by NAAC with A grade in 2015. University also bagged the First Chancellor's Award for the Best University in Kerala in 2015. There are at present 223 affiliated colleges and 82 research centres under the University and have 42 teaching and research departments (under 11 schools), 10 teacher education centres, 7 UIMs and 17 UITs. There are at present 149 faculty members of which 30 are Professors, 35 Associate Professors and 84 Assistant Professors under its 42 teaching and research departments. In addition, there are 54 guest faculty members and 10 visiting faculty members working in the departments. Among the teaching faculty members 160 are PhD degree holders. 1492 administrative staff and 30 technical staff are also working in the University.

**The School of Distance Education**

The School of Distance Education (SDE), started in 1976 as a teaching and research department of the University of Kerala, is one of the pioneering centres of distance learning in the State. The aims and objectives of the school include:

- Democratizing higher education to large segments of the population, in particular the disadvantaged groups like those living in remote and rural areas, working people, and women.
- Providing an innovative system of university- level education which is both flexible and open in terms of methods, pace of learning, eligibility for enrollment and age of entry.
- Providing an opportunity for up-gradation of skills and qualifications.
- Developing education as a lifelong activity to enable persons to update their knowledge or acquire knowledge in new areas.



University of Kerala is one of the Universities in India having appointed permanent full time teaching faculty members for running the distance education programmes. The SDE has 19 permanent faculty members and 8 full time contract faculty members with diverse academic backgrounds and rich experience in the rank of Professors, Associate Professors and Assistant Professors. The school had recognition of the erstwhile Distance Education Council (DEC) for 45 programmes till 2014-15. In line with the efforts of the UGC to streamline the distance learning mode, the SDE also redefined its programmes and got the UGC recognition to offer 13 UG and 13 PG programmes from the academic year 2017-18 onwards. The SDE has no private off campus/learner support centres.

### **Details of the Proposed BA English Programme**

#### **Programme's mission & objectives**

##### **Mission & Objectives**

In keeping with the overall mission of the School of Distance Education, University of Kerala, to ensure accessibility of quality higher education too all, particularly to those who could not join regular colleges or universities owing to social, economic and other constraints, the programme BA English Language and Literature aims at imparting knowledge in English literature, and skills in using English language in the undergraduate level.

- i. To help learners form a substantial foundation on literary forms, the literary history of England and literary works including samples of world literature.
- ii. To impart skills to critically evaluate and appreciate literary works, to extend this ability to other cultural and artistic forms.
- iii. To impart and fine tune English language skills essential for employability and for vertical professional mobility.

#### **Relevance of the program with HEI's Mission and Goals**

Offered in the distance mode, BA English will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focussed, quality and cost conscious but socially responsible education.

BA English in the distance mode will be a feeder programme for the MA English programmes offered by the university, and it follows the same syllabus and curriculum of the programme offered in the regular mode through the affiliated colleges of the University of Kerala.

#### **Nature of prospective target group of learners**

A BA programme in English Language and literature has wide demand, and only a small percentage of the students are being accommodated in the regular mode through colleges. This will join the attempt to democratising higher education to large segments of the population, providing an innovative system of university level education that is flexible and open in terms of methods, pace of learning, eligibility for enrolment and age of entry.

Understanding the needs of the learners, we have structured our learning material and induction programmes to lead the fresh learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.

## **Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence**

The BA English programme will see to ensure the following skills and competences in the learners.

1. Reading skills: read texts with careful attention and appreciate them, recognize key ideas in texts and rhetorical strategies used to develop them to respond to aesthetic, rhetorical, and cultural qualities in texts.
2. Writing skills: write clearly and fluently in multiple genres, organize coherently and logically, edit writing so that it conforms to standard usage, develop convincing, well-supported essays.
3. Understanding Literature: understand the relationship of literature to history and culture, understand the history of literature in English in terms of major periods and authors, recognize and define major genres of literature, and recognize and define formal features in literature.
4. Understanding English Language: learn the history and evolution of English language, understand English phonology, and understand further the structure of English.
5. Understanding Theory and Criticism: understand and implement several literary and rhetorical theories, relate the study of discourse in English to other disciplines, understand the general nature, purpose, and methods of English studies
6. Doing Research: understand and use basic research tools, develop questions and topics worth researching, incorporate research into writing

### **Instructional Design**

The BA English programme proposed here is also offered by the University through regular mode. Also, the programme has been approved by the statutory bodies of the University. Further, the University revises the curriculum and syllabi of its BA English programme once in every three years to ensure that the content is updated to reflect current academic knowledge and practice, and also to ensure that the University provides the best learning experiences possible for students. Academic staff and experts in the area of English propose changes in the curriculum and syllabi at the curriculum and syllabus revision workshop generally convened at least six months before the due date of curriculum and syllabus revision. Major changes are then submitted to the Board of Studies of English (Pass) of the University for Final Approval. As part of curriculum design, the curriculum and syllabus revision workshop considers curriculum analysis of social needs, translating the needs into course, splitting the objectives into specific objectives, grouping the specific objectives into subjects, deriving the subjects from the classification, specifying enabling objectives, unitising each subject matter, specification of required time and syllabus formulation.

### Programme Details

	course Code	Course Title	Number of Credits	CE (Marks)	ESE (Marks)	Total
	END 1111.1	Language Course I Listening Speaking and Reading	4	20	80	100
		Language Course II (Addl. Language)	3	20	80	100
	EN 1121	Foundation Course I Writings on Contemporary Issues	2	20	80	100
<b>I</b>	EN 1141	Core- I- Reading Poetry	4	20	80	100
	EN 1131	Complementary I – History of English Literature 1	3	20	80	100
	HY1131.2	Complementary II - History of Modern World (1789 to 1900)	2	20	80	100
		<b>TOTAL</b>	<b>18</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>II</b>	EN 1211.1	Language Course III Environmental Studies	4	20	80	100
	EN 1212.1	Language Course IV Modern English Grammar & Usage	3	20	80	100
		Language Course V (Addl. Language II)	3	20	80	100
	EN 1241	Core II- Reading Drama	4	20	80	100
	EN 1231	Complementary III - History of English Literature 2	3	20	80	100
	HY1231.2	Complementary IV- History of Modern World (1901-1920)	3	20	80	100
		<b>TOTAL</b>	<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>
	EN 1311.1	Language Course VI Writing and Presentation Skills	4	20	80	100
		Language Course VII Addl. Language III	4	20	80	100
<b>III</b>	EN 1341	Core III – Reading Fiction	3	20	80	100
	EN 1341	Core IV - 20 <sup>th</sup> Century Malayalam Literature in English Translation	4	20	80	100
	EN 1342	Complementary V History of English Literature 3	3	20	80	100
	HY 1331.2	Complementary VI History of Modern World 1921-1945	3	20	80	100
		<b>TOTAL</b>	<b>21</b>	<b>120</b>	<b>480</b>	<b>600</b>

	EN 1411.1	Language Course VIII Readings in Literature	4	20	80	100
<b>IV</b>		Language Course IX Addl. Language IV	4	20	80	100
	EN 1441	Core V- Reading Prose	4	20	80	100
	END 1421	Foundation Course: Informatics	3	20	80	100
	EN 1431	Complementary VII- History of English Language	2	20	80	100
	HY1431.2	Complementary VIII- History History of Modern World After 1945	3	20	80	100
		<b>TOTAL</b>	<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>
	EN 1541	Core VI- Literary Criticism	4	20	80	100
	EN 1542	Core VII - Indian Literature in English	4	20	80	100
	EN 1543	Core VIII – Film Studies	2	20	80	100
<b>V</b>	EN 1544	Core IX– Linguistics and Phonetics	4	20	80	100
	EN 1545	Core X- Post Colonial Literatures in English	4	20	80	100
	EN 1551	Open Course I-	2	20	80	100
		<b>TOTAL</b>	<b>20</b>	<b>120</b>	<b>480</b>	<b>600</b>
	EN 1641	Core XI – World Classics	4	20	80	100
<b>VI</b>	EN 1642	Core XII– Methodology & Perspectives of Humanities	4	20	80	100
		Core XIII- English for the Media				
	EN 1643		4	20	80	100
	EN 1644	Core XIV- Women’s Writing	3	20	80	100
	EN 1661.1-Elective 1- Translation Studies		2	20	80	100
				-	80+ 20(Viva- Voce) / 100	100
	EN 1671	Dissertation/ Essay	4			
	<b>TOTAL</b>		<b>21</b>	<b>100</b>	<b>500</b>	<b>600</b>
	<b>GRAND TOTAL</b>		<b>120</b>	<b>700</b>	<b>2900</b>	<b>3600</b>

**Duration of the programme**

Six Semesters, three years.

**Faculty and support staff requirement**

There are two full time faculty members available and one of them coordinates the BA Programme in English. There are sufficient number of administrative staff in the SDE in the rank of Deputy Registrar (One), Assistant Registrars (Three), Section Officers (Six), Assistants (18), Computer operators (Four) and Class Four staff (12) for the administrative support. The service of qualified guest teachers and experts from panels approved by the University are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.

**Instructional delivery mechanisms**

In addition to providing Self Learning Material, students are offered 60 contact hours each semester, conducted over 10 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use web resources. A repertoire of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis from this academic year onwards.

**Student Support Service Systems at SDE**

(a) Information Centre, (b) Library with good collection of books and journals, (c) Wi-Fi connectivity, (d) Counselling, (e) Students feedback, (f) Placement cell, (g) Students Grievance Redressal Cell, (h) Alumni Association, (i) Women's Cell, (j) Research Cell, (k) Post Office, (l) Snack bar and Refreshment Centre, (m) Restrooms, (n) Reprographic centre, (o) Drinking water etc.

**Procedure for admissions, curriculum transaction and evaluation:**

The admission notifications for BA English programme, among others are being issued in leading national and regional dailies during June-July. The detailed information regarding admission is being given on the SDE website ([www.ideku.net](http://www.ideku.net)) and on the admission website ([www.sde.keralauniversity.ac.in](http://www.sde.keralauniversity.ac.in)). Students seeking admission shall apply online.

**Minimum Eligibility for Admission**

Eligibility for admission to BA English is a pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.

**Fee Structure:** The fee for the course is Rs.13605/- .Tuition fee is waived for students belonging to eligible categories.

**Financial Assistance**

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed from SC/ST department as per the rules laid down by the government of Kerala and will be remitted to Kerala University Fund (KUF).

## Programme Delivery

The programme is being delivered with the help of SLM and Personal Contact programmes. The SLM is dispatched to the students during each semester by hand or by post. And, at the end of each semester, assignments are given and the marks are included in the ESA. The use of web-based tools is not in place yet, but steps are being initiated.

## Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV, V and VI Semester	Last week of June	Last week of July
I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III, IV, V and VI Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
V and VI Semester	First week of April	
III and IV Semester	Second and Third week of April	
I and II Semester	Fourth week of April	

## Evaluation

The evaluation of the programme will consist of two parts: a) Continuous Evaluation (CE) b) End Semester Evaluation (ESE). The CE and ESE ratio shall be 1:4 i.e. a maximum of 20 marks for CE and a maximum of 80 marks for ESE. There will be no separate minimum for CE and ESE. However, the minimum pass requirement of a course will be 40%. Minimum marks required for passing a programme will also be 40%.

The classification of results of the programme shall be done at the end of the 6th semester based on the total marks secured for all semesters and shall be as follows.

Candidates securing not less than 40% but below 50% - Third Class  
Candidates securing not less than 50% but below 60% - Second Class  
Candidates securing 60% and above - First Class

(a) Continuous Evaluation (CE): In a semester each student shall be required to submit one assignment and do one Test Paper/Practicum/Case Analysis for each course without which his/her results will be withheld. Those who submit their assignments after the due date will have to pay a late fee as fixed by the university from time to time. The components of CE are, Assignment (10 marks) and Test Paper/Practicum /Case Analysis (10 marks). The results of the CE shall be displayed in SDE

website. Complaints regarding the award of marks for CE if any have to be submitted to the Programme Coordinator within 15 working days from the display of results of CE.

(b) End Semester Evaluation (ESE): End Semester Evaluation of all the Courses in all the semesters including the examination for Essay shall be conducted by the University.

Minimum attendance required for ESE will be 50%. However those who cannot secure the required percentage of attendance can appear for ESE by paying a condonation fee fixed by the University.

Examinations for odd and even semesters will be conducted together towards the end of every academic year.

Improvement of ESE - Candidates who have successfully completed the Semester, but wish to improve their marks for the End Semester Evaluation (ESE) shall have only one chance for the same along with the next immediate regular batch of students.

### **Requirement of the laboratory support and Library Resources:**

Laboratory hours are not mandatory for BA English, but students can avail of the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 28,000 books. Library automation is done using LibSoft software which facilitates all in- house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non- members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

### **Cost Estimate of the Programme and the Provisions (Base 2019-20)**

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for B.AEnglish programme (550 students)
01	Pay and Allowance	435.00	1504400
02	Contact classes and evaluation	80.00	184707
03	Course materials	100.00	23088
04	Advertisement charges	25.00	57721
05	Postage and telephone	7.4	17085
06	Books and Periodicals	3.5	8080
07	Miscellaneous	9.95	22973
	Total	660.85	1818054
	Provisions (6%)		109083
	Total		1927137
			Cost per student/ year=Rs.3854

## **Quality Assurance Mechanism and Expected Programme Outcomes**

### **Quality Assurance Mechanism**

The University Board of Studies for FDP English programmes approves and reviews the syllabus, course content, and the Self Learning Material of BA English offered in the distance mode also.

The overall ensuring of quality will be closely monitored by the Centre for Internal Quality Assurance, School of Distance Education.

The SDE, University of Kerala has devised the following mechanism for monitoring the effectiveness of the BA English programme to enhance its standards of curriculum, instructional design etc.

(a) Established a Centre for Internal Quality Assurance (CIQA) at the University level to develop and put in place a comprehensive and dynamic internal quality assurance system to enhance the quality of the programmes offered through distance mode as per the norms and guidelines of the University Grants Commission (Open and Distance Learning) Regulations, 2017.

(b) The CIQA is periodically conducting institutional quality audits, to promote quality assurance and enhance as well as spread best- in-class practices of quality assurance. The CIQA conducts the quality audit by addressing the following seven broad areas, namely:

- i. Governance, leadership and management
- ii. Articulation of higher educational institutions objectives
- iii. Programme development and approval processes
- iv. Infrastructure resources
- v. Learning environment and learner support
- vi. Assessment & evaluation of learning outcomes
- vii. Teaching quality and staff development

(c) The SDE has an approved panel of experts for preparing SLM. The SLM prepared is edited by the course coordinator. The CIQA also oversees the development and preparation of SLMs. Then the SLMs are submitted to the Board of Studies concerned for approval. The SLMs developed are self-explanatory, self-contained, self-directed, self- motivating and self-evaluating.

(d) The SDE of the University has two full time faculty members exclusively for coordinating the programme and also has a panel of qualified guest teachers for counselling students and engaging in personal contact programmes in the Head Quarters at Thiruvananthapuram and study centres at Kollam, Adoor and Alappuzha.

### **Expected Programme Outcomes**

Towards the end of the programme, students will be able to:

- Develop an ability to effectively communicate both orally and verbally in English



- Develop self-confidence and skills for working independently and in a team.
- Have a foundation on literary theories, movements and history of English literature.
- Develop the ability to critically look at concepts, beliefs and ideas in society, while also learning to critically analyse texts and cultural artefacts.
- Have an increase in awareness of the general issues prevailing in society.

**Note:** The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.



**DIRECTOR**  
School of Distance Education  
University of Kerala, Kariavattam  
Thiruvananthapuram - 695 581



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**SCHOOL OF DISTANCE EDUCATION**



**POST  
GRADUATE  
DEGREE  
PROGRAMME**

**MLISc**

**Semester : 1  
Course Code : LISM 55**

**Information Systems and  
Services**

**UNIVERSITY OF KERALA**  
Senate House Campus  
Palayam, Thiruvananthapuram

School of Distance Education  
University of Kerala  
Palayam  
Thiruvananthapuram – 695034

**Master of Library and Information Science  
(M.L.I.Sc)**

**Semester I**

**LISM 55:  
Information Systems and Services**

*Prepared by:*

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Lecturer (Co-ordinator)  
Library and Information Science  
School of Distance Education  
University of Kerala

*Edited by:*

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**DIRECTOR**  
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Thiruvananthapuram - 695 581

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**Unit 1** Components of an Information System

**Unit 2** Information Systems and Services

## MODULE II

**Unit 1** Science Information Systems and Networks in India

**Unit 2** Social Science Information Systems and Networks in India

**Unit 3** Machine Readable Databases and their Online Access

## PROGRAMMES OFFERED BY SDE

- B.A. Economics
- B.A. English
- B.A. History
- B.A. Malayalam
- B.A. Political Science
- B.A. Sociology
- B.Sc. (Computer Science)
- B.Sc. Mathematics
- Bachelor of Computer Application (BCA)
- B.Com
- BLISc.
- M.A. Economics
- M.A. English
- M.A. Hindi
- M.A. History
- M.A. Malayalam
- M.A. Political Science
- M.A. Public Administration
- M.A. Sociology
- M. Sc. Computer Science
- M. Sc. Mathematics
- M.Com-Finance
- MLISc.

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**POST  
GRADUATE  
DEGREE  
PROGRAMME**

**MBA**

**Semester : I**  
**Course Code : MGT 101**

**Principles and Practice  
of Management**

**UNIVERSITY OF KERALA**  
Senate House Campus  
Palayam, Thiruvananthapuram

School of Distance Education  
University of Kerala  
Kariavattom, Thiruvananthapuram.

**MBA**  
**SEMESTER - I**  
**Course Code: MGT 101**  
**Principles and Practice of Management**

*Prepared By:*

**Dr. B. SHAJI**

Coordinator (MBA)

SDE, University of Kerala

  
**DIRECTOR**  
School of Distance Education  
University of Kerala, Kariavattom  
Thiruvananthapuram - 695 581

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## **MGT 101 PRINCIPLES AND PRACTICE OF MANAGEMENT**

**Objectives:** This course is expected to provide an insight into the principles of management and the practical aspects that are connected to the same.

### **Unit I**

Management concepts - Roles and Challenges - Evolution of Management - Management Thoughts - Early - Modern - Post modern

### **Unit II**

Contributions of F.W. Tylor - Henry Fayol - Behavioral School of Management Approach - Styles of management - European - American - Japanese - Indian

### **Unit III**

Functions - Planning - Organising - Staffing - Directing - Coordinating - Controlling

### **Unit IV**

Motivation - Theories of motivation - Morale - Group behavior theories - Development of Groups - Teams - Leadership - Theories of leadership

### **Unit V**

Decision Making - Factors affecting decision making powers - Negotiation - organizational culture - Challenges in the 21st century management



## PROGRAMMES OFFERED BY SDE

- B.A. Economics
- B.A. English
- B.A. History
- B.A. Malayalam
- B.A. Political Science
- B.A. Sociology
- B.Sc. (Computer Science)
- B.Sc. Mathematics
- Bachelor of Computer Application (BCA)
- B.Com
- BLISc.
- M.A. Economics
- M.A. English
- M.A. Hindi
- M.A. History
- M.A. Malayalam
- M.A. Political Science
- M.A. Public Administration
- M.A. Sociology
- M. Sc. Computer Science
- M. Sc. Mathematics
- M.Com-Finance
- MLISc.

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# School of Distance Education

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UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

Phone: 0471-2300137



**M.Com. (SEMESTER- I)**

**SELF-LEARNING MODULE (SLM)**

**Paper- III**

**Research Methodology**



*School Of Distance Education  
University of Kerala  
Palayam  
Thiruvananthapuram*

**M.Com (1<sup>st</sup> Semester)**

**Paper- III: Research Methodology**

**Module- 5, Units- 8**

Prepared and Edited by:

**Dr. Mushthaq Ahammed K.**

Assistant Professor of Commerce

School of Distance Education

University of Kerala

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Kerala University Press

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Number of Copies: 2000

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## **MODULE 1**

### **UNIT- 1: FUNDAMENTALS OF RESEARCH**

#### **Content Overview**

Introduction

Learning outcomes

Meaning of Research

Research Methodology

Nature and Features of Research

Significance of Research

Objectives and Utilities of Research

Principles of Scientific Research

Scientific methods

Induction

Deduction

Qualities of a researcher

Research Ethics

Summary of the Unit

Glossary

Further Reading

Self-Assessment Questions

Assignment

Reference

## MODULE 1

### UNIT- 2: RESEARCH METHODS AND PROCESS

#### Content Overview

- Introduction
- Learning outcomes
- Social Research
- Types of Social Research
- Pure Research/ Fundamental Research
- Applied Research
- Action Research
- Empirical Research
- Descriptive Research
- Historical Research
- Experimental Research
- Case Study
- Survey Research
- Assessment Study
- Comparative Method
- Inter-Disciplinary Research
- Field Investigation Research
- Evaluation Research
- Ex-Post Facto Research
- Laboratory research
- Business Game
- Motivating Factors of Social Research
- Importance and Utility of Social Research
- Limitations of Social Research
- Problems of Social Experiments
- Research Process
- Criteria of a good research
- Summary of the Unit
- Glossary
- Further Reading
- Self-Assessment Question
- Assignment
- Reference

## MODULE- II

### UNIT- 3: FORMULATION OF RESEARCH PROBLEM

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Learning Outcome

Identification of Research Problem

Necessary conditions for Formulation of Research Problem

Criteria of Good Research Problem

Source of Research Problem

Statement of Research Problem

Identifying Research Gap

Setting of Research Objectives

Setting of Hypothesis

Identifying Variables

Dependent Variable and Independent Variable

Extraneous/ Intervening Variable

Summary of the Unit

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#### 3.10 Further Reading

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Assignments/Activities

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### **UNIT- 4: DEVELOPING A RESEARCH DESIGN**

#### **Content Overview**

Introduction

Learning Outcome

Research Design

Characteristics of a Good Research Design

Research Design in case of Descriptive and Diagnostic studies

Design of Explorative studies

Experimental study Designs

Basic Outline of an Experimental Design

Important Experimental Designs

Summary

Glossary

Further Readings

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## MODULE III

### UNIT- 5: SAMPLING TECHNIQUES

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Learning Outcome

Census Method and Sampling Method

Steps in Sample Design (Selection of A Sample)

Sampling Methods (Sampling Techniques)

Probability Sampling and Non Probability Sampling

Probability Sampling Methods

Random Sampling from an Infinite Universe

Simple Random Sampling

Stratified Random Sampling

Systematic Sampling

Cluster Sampling

Multi Stage Sampling

Methods of Non- Probability Sampling

Purposive Sampling

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Sequential Sampling

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6.5.1.4. Telephone Interview

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Types of Questionnaire

Construction of a Questionnaire

Rating Scale

Secondary Data

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Activity

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## MODULE: IV

### UNIT- 7: TESTING OF HYPOTHESIS

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Introduction

Learning Outcomes

Meaning and Importance of Hypothesis

#### 7.4. Types of Hypothesis

Source of Hypothesis

Characteristics of a Hypothesis

Different Forms of Hypothesis

Difficulties in Formulation of Hypothesis

#### 3.9 Testing of Hypothesis

Statistical Hypothesis- Simple and Composite

Significance Level

Type I and Type II Errors

Two Tailed and One Tailed Tests

Parametric Statistics and Non- Parametric Statistics

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Glossary

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### **UNIT- 8: REPORT WRITING AND PRESENTATION**

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Research Report

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Documentation

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Summary of the Unit

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Assignment

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\*\*\*\*\*



**POST  
GRADUATE  
DEGREE  
PROGRAMME**

**M.Sc.**

**Computer Science**

**Semester : 2  
Course Code : DCS 23**

**Object Oriented  
Analysis and Design**

**UNIVERSITY OF KERALA**  
Senate House Campus  
Palayam, Thiruvananthapuram

*School of Distance Education  
University of Kerala,  
Palayam, Thiruvananthapuram*

**M. Sc. Computer Science  
Semester – II**

**Object Oriented Analysis and Design**

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*Edited by:*

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# Module I

## Object Oriented Analysis and Design

### Unit 1

#### Objects

#### Contents

- 1.1 Introduction
- 1.2 Objectives
- 1.3 A brief History
- 1.4 Objects and Classes
- 1.5 Class Hierarchy
- 1.6 Polymorphism
- 1.7 Object Oriented Analysis
- 1.8 Object Oriented Design
- 1.9 Object Oriented Programming
- 1.10 Generalization and Specialization
- 1.11 Links and Association
- 1.12 Object Oriented System
- 1.13 Summary

#### 1.1 Introduction

The name object was chosen because everyone knows what an object is . The real question then is not so much “What is an object?” but “What do objects have to do with system development?”. We can conclude that an object is whatever an application wants to “talk” about.

#### 1.2 Objectives

After learning this unit you will be able to define and understand why we need to study object oriented concepts, objects and classes, class attributes and methods, the concept of messages, class hierarchy, inheritance and polymorphism.

## Module II

### Unit IV

#### Object Oriented Analysis: Identifying Use cases

##### Contents

- 4.1 Introduction
- 4.2 Objectives
- 4.3 What is Analysis?
- 4.4 Use case driven Object Oriented Analysis
- 4.5 Developing business processes
- 4.6 Use case Model
- 4.7 Documentation
- 4.8 Summary

#### 4.1 Introduction

Analysis is the process of transforming a problem definition from a fuzzy set of facts and myths into a coherent statement of a system's requirements. The objective of this chapter is to describe Transformation 1, which is the transformation of the user's needs into a set of problem statements and requirements.

#### 4.2 Objectives

After learning this unit you will be able to understand the Object-Oriented Analysis Process: Identifying Use Cases, The use-case approach to object-oriented analysis and the object-oriented analysis process, Identifying actors, Identifying use cases, Documentation .

#### 4.3 What Is Analysis?

Analysis is the process of transforming a problem definition from a fuzzy set of facts and myths into a coherent statement of a system's requirements. The main objective of the analysis is to capture: a complete, unambiguous, and consistent picture of the requirements of the system and what the system must do to satisfy the users' requirements and needs.

##### 4.3.1 Where Should We Start?

The analyst has four major tools at his/her disposal for extracting information about a system.



## Module III

### UNIT XI

#### Software Quality Assurance

##### Contents

- 11.1 Introduction
- 11.2 Objectives
- 11.3 Quality Assurance Test
- 11.4 Testing Strategies
- 11.5 Software Testing
- 11.6 Testing Approaches
- 11.7 Implementation testing
- 11.8 System Testing
- 11.9 Acceptance Testing
- 11.10 Regression Testing
- 11.11 Testing documentation
- 11.12 Object Oriented Testing
- 11.13 Full Life Cycle Object Oriented Testing
- 11.14 Summary

##### 11.1 Introduction

To develop and deliver robust systems we need a high level of confidence that

- Each component will behave correctly
- Collective behavior is correct
- No incorrect collective behavior will be produced

Not only we need to test components or the individual objects we also must examine collective behavior to ensure maximum operational reliability. Verifying components in isolation is necessary but sufficient to meet the end. In the early history of computers live bugs could be a problem. Moths and other forms of natural insect life no longer trouble digital computers. However bugs and need to debug programs remain.

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- Bachelor of Computer Application (BCA)
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Semester - IV

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## MODULE I

### Chapter I Inner Product Spaces

Earlier we have studied normed spaces in which length of vector from the origin was defined as a norm. Now we want to generalize the concept of angle between two vectors. This is achieved by introducing Inner Product Spaces.

#### Inner Product Spaces

We are familiar with the 'dot product' of two vectors

$x = (x(1), x(2))$  and  $y = (y(1), y(2))$  in  $R^2$ , namely

$$x \bullet y = x(1)y(1) + x(2)y(2)$$

If  $x \neq 0$  and  $y \neq 0$  then the 'cosine rule' gives

$$\begin{aligned} x \bullet y &= |x||y|\cos\theta \\ &= \sqrt{x(1)^2 + x(2)^2} \sqrt{y(1)^2 + y(2)^2} \cos\theta \end{aligned}$$

where  $\theta$  is the angle between the vectors  $x$  and  $y$  and  $0 \leq \theta \leq \pi$

Thus the dot product of two vectors in  $R^2$  is intimately connected with the angle between them and the vectors are orthogonal precisely when  $x \bullet y = 0$

We want to generalize this concept as an inner product. Without losing the crucial properties of dot product we shall define the inner product on an arbitrary linear space over  $K = R$  or  $C$ .

Henceforth  $\bar{k}$  denotes the conjugate of  $k$  and all the terms involving  $i = \sqrt{-1}$  have to be dropped when  $K = R$ . Also for  $k \in C$  we write  $k \geq 0$  when  $k$  is a non negative real number.

#### 1.1 Definition

Let  $X$  be a linear space over  $K$ . An inner product on  $X$  is a function  $\langle \dots \rangle$ . From  $X \times X$  to  $K$  such that for all  $x, y, z$  in  $X$  and  $k$  in  $K$ , we have

i. **positive definiteness**

$$\langle x, x \rangle \geq 0 \text{ and } \langle x, x \rangle = 0 \text{ if and only if } x = 0$$

ii. **linearity in the first variable**

$$\langle x + y, z \rangle = \langle x, z \rangle + \langle y, z \rangle \text{ and } \langle kx, y \rangle = k \langle x, y \rangle$$

iii. **Conjugate symmetry**

$$\langle y, x \rangle = \overline{\langle x, y \rangle}$$

An inner product space is a linear space with an inner product on it. Note that an inner product is

Thus  $\{u_\alpha\}$  is a maximal orthonormal set in  $H$ , that is, it is an orthonormal basis for  $H$ .

**Remark 2.12**

Every non zero Hilbert space  $H$  contain orthonormal sets. In fact, we can prove that it contains a countable orthonormal basis iff  $H$  is separable.

## MODULE II APPROXIMATION AND OPTIMIZATION

### Chapter - III

**2.1 Definition**

Let  $X$  be an inner product space and  $E$  be a subset of  $X$ . Given an element  $x$  of  $X$ , an element  $y$  of  $E$  is said to be a best approximation from  $E$  to  $x$  if  $\|x-y\| \leq \|x-z\|$  for all  $z \in E$  that is  $\|x-y\| = \text{dist}(x, E)$ . Such an element  $y$  is also known as an optimal solution of the following problem.

Minimise  $\|x-z\|$ , subject to  $z \in E$

Then  $x-y$  is known as an optimal error.

**2.2 Theorem**

Let  $X$  be an inner product space.

- a. Let  $E \subset X$  and  $x \in \bar{E}$ . Then there exists a best approximation from  $E$  to  $x$  iff  $x \in E$ .
- b. If  $E \subset X$  is convex, then there exists at most one best approximation from  $E$  to any  $x \in X$ .
- c. Let  $F$  be a subspace of  $X$  and  $x \in X$ . Then  $y \in F$  is a best approximation from  $F$  to  $x$  iff  $x-y \perp F$  and in that case  $\text{dist}(x, F) = \langle x, x-y \rangle^{1/2}$

**Proof**

- a. If  $x \in E$  then clearly  $x$  is a best approximation to itself from  $E$ . Conversely, let  $y \in E$  be a best approximation from  $E$  to  $x$ .

Then  $\|x-y\| = \text{dist}(x, E) = 0$  that is  $x=y$ . Hence  $x \in E$ .

- b. Let  $y_1$  and  $y_2$  be best approximations from a convex subset  $E$  of  $X$  to  $x \in X$ .

By the parallelogram law for  $x-y_1$  and  $x-y_2$ , we have

$$2\|x-y_1\|^2 + 2\|x-y_2\|^2 = \|2x-y_1-y_2\|^2 + \|y_2-y_1\|^2 \dots\dots\dots(1)$$

Let  $d = \text{dist}(x, E)$ . Then since  $y_1$  and  $y_2$  are best approximations  $\|x-y_1\| = d = \|x-y_2\|$

Also  $\frac{y_1+y_2}{2} \in E$  (since  $E$  is convex)

**MODULE III**  
**BOUNDED OPERATORS ON HILBERT SPACES**  
**Chapter I**

**Bounded Operators and Adjoints**

By an operator  $A$  on an inner product space  $X$  over  $K$ , we mean a linear map  $A$  from  $X$  to

If  $A$  and  $B$  are operators on  $X$ , then so is their composition  $A \circ B$ , denoted hereafter by  $AB$  for simpler notation and the identity operator on  $X$  by  $I$ . For operators  $A, B, C$  on  $X$  and a scalar  $k$  we have

$$A(B+C) = AB + AC; (A+B)C = AC + BC$$

$$A(BC) = (AB)C; k(AB) = (kA)B = A(kB); AI = A = IA$$

In general  $AB$  may not be equal to  $BA$

For example, if  $X = K^2$  and for  $x = (x(1), x(2)) \in X$  define,

$$A(x) = (x(2), 0) \text{ and } B(x) = (0, x(1))$$

$$\text{Then } AB(x) = A(B(x)) = A(0, x(1)) = (x(1), 0)$$

$$\text{But } BA(x) = B(A(x)) = B(x(2), 0) = (0, x(2))$$

Consider an operator  $A$  on  $X$ . If  $A$  is bijective, i.e., if for every  $y \in X$ , there is a unique  $x \in X$  that  $A(x) = y$  and if we let  $B(y) = x$ , then  $B$  is also an operator on  $X$  and  $AB = I = BA$ . The converse is also true.

Also such a map  $B$  is unique. This operator  $B$  is called the inverse of  $A$  and is denoted by  $A^{-1}$ . If  $A$  is an operator on  $X$  such that  $AB = I$  or  $BA = I$  then we must have  $B = A^{-1}$ .

As a particular case, let  $X = K^n$  and  $M$  an  $n \times n$  matrix whose determinant is not zero. Then every  $y \in X$ , there is a unique  $x \in X$  such that  $Mx = y$ . Thus  $M^{-1}$  exists. If  $N$  is  $n \times n$  matrix, such that  $MN = I$ , then  $N$  is the inverse of  $M$ .

Also it is easy to see that  $A^{-1}$  and  $B^{-1}$  exist iff  $(AB)^{-1}$  and  $(BA)^{-1}$  exist. In that case,

$$(AB)^{-1} = B^{-1}A^{-1} \text{ and } (BA)^{-1} = A^{-1}B^{-1}$$

$$B(AB)^{-1} = A^{-1} = (BA)^{-1}B$$

An operator  $A$  is said to be bounded if  $\|A(x)\| \leq \alpha \|x\|$  for all  $x \in X$  and some  $\alpha > 0$  where  $\|x\| =$

$$\text{For all } x, y \in X, \|A(x) - A(y)\| = \|A(x-y)\| \leq \alpha \|x-y\|$$

and hence a bounded operator  $A$  is uniformly continuous on  $X$ .

**Module IV**  
**Chapter 1**

### Spectrum and Numerical Range

#### 4.1 Definitions

Let  $A$  be a bounded linear operator on a Hilbert space  $H$ . A scalar  $k$  is called an eigenvalue of  $A$  if there is a non zero  $x \in H$  such that  $A(x) = kx$ . In that case, such an element  $x$  is called an eigenvector of  $A$  corresponding to  $k$ . The set of all eigenvalues of  $A$  constitutes the eigenspectrum of  $A$ .

We shall denote the eigenspectrum of  $A$  by  $\sigma_e(A)$ . If  $x$  is an eigenvector of  $A$  corresponding to an eigenvalue  $k$  of  $A$ , then for the unit vector  $\frac{x}{\|x\|}$ .

$A\left(\frac{x}{\|x\|}\right) = \frac{1}{\|x\|} A(x) = \frac{1}{\|x\|} kx = k \frac{x}{\|x\|}$ . So the unit vector  $\frac{x}{\|x\|}$  is also an eigenvector of  $A$  corresponding to the eigenvalue  $k$  of  $A$ .

Hence  $\sigma_e(A) = \{k \in K : A(x) = kx \text{ for some } x \in H \text{ with } \|x\| = 1\}$

By the definition it is clear that a scalar  $k$  is an eigenvalue of  $A$  iff the operator  $A - kI$  is not injective. In that case, the closed subspace  $Z(A - kI)$  of  $X$  is non zero. It is called the eigenspace of  $A$  corresponding to the eigenvalue  $k$ .

A scalar  $k$  is called an approximate eigenvalue of  $A$ , if the operator  $A - kI$  is not bounded below, that is, if for every  $\beta > 0$ , there is some  $x \in H$  with  $\|x\| = 1$  and  $\|A(x) - kx\| < \beta$ . The set of approximate eigenvalues of  $A$  constitutes the approximate eigenspectrum of  $A$ .

We shall denote it by  $\sigma_a(A)$ . It is then clear that  $\sigma_a(A) = \{k \in K : A(x_n) - kx_n \rightarrow 0 \text{ for some } x_n \text{ with } \|x_n\| = 1 \text{ for each } n\}$ .

A scalar  $k$  is called a spectral value of  $A$  if the bounded operator  $A - kI$  is not invertible in  $BL(H)$ . The set of all spectral values of  $A$  constitutes the spectrum of  $A$ . We shall denote it by  $\sigma(A)$ .

We know that if  $A \in BL(H)$  is bijective, then  $A$  is invertible.

Thus  $\sigma(A) = \{k \in K : A - kI \text{ is either not injective or not surjective}\}$ .

#### Theorem 4.1

Let  $H$  be a Hilbert space and  $A \in BL(H)$ . Then

a.  $k \in \sigma(A)$  iff  $\bar{k} \in \sigma(A^*)$

b.  $\sigma_e(A) \subset \sigma_a(A)$  and  $\sigma_e(A) = \sigma_a(A) \cup \{k : \bar{k} \in \sigma_0(A^*)\}$



**Module V**  
**Chapter X**

**5.16 Definition (Spectral radius)**

The spectral radius of  $x$  denoted by  $r(x)$  is defined as

$$r(x) = \sup \{ |\lambda| : \lambda \in \sigma(x) \}$$

Since  $\sigma(x)$  is a subset of the closed disc  $\{z : |z| \leq \|x\|\}$ , we get  $0 \leq r(x) \leq \|x\|$

Recall that a division algebra is an algebra with identity in which each non zero element is regular.

**5.17 Theorem**

*If  $A$  is a division algebra, then it equals the set of all scalar multiples of the identity.*

**Proof**

We have to show that if  $x$  is an element of  $A$ , then  $x$  equals,  $\lambda I$  for some scalar  $\lambda$ .

Suppose on the contrary, that  $x \neq \lambda I$  for every  $\lambda$ . Then  $x - \lambda I \neq 0$  for every  $\lambda$ .

$x - \lambda I$ , is regular for every  $\lambda$ . This is a contradiction and proof is complete.

Then  $x = \lambda I$  for some  $\lambda$

**5.18 Remark**

The mapping  $\lambda I \rightarrow \lambda$  is clearly an isometric isomorphism of the set of all scalar multiples of the identity onto the Banach algebra  $C$  of all complex numbers. We may therefore identify this set with  $C$  and in terms of this identification, theorem (5.17) says that any Banach algebra which is a division algebra equals  $C$ .

It is obvious that  $C$  is a division algebra. So theorem 5.17 characterizes  $C$  as the only Banach algebra with this property.

Since 0 is a divisor of zero, it is a topological divisor of zero in every Banach algebra. In the Banach algebra  $C$ , 0 is the only topological divisor of zero.

The converse is also true by the following theorem.

**5.19 Theorem**

*If 0 is the topological divisor of zero in  $A$ , then  $A = C$ .*

**Proof**

Let  $x$  be an element of  $A$ . So its spectrum  $\sigma(x)$  is non empty and we know that  $\sigma(x)$  is closed. So it has a boundary point  $\lambda$  and  $x - \lambda I$  can be seen to be a boundary point of the set  $S$  of all singular elements. So by the theorem (5.11)  $x - \lambda I$  is a topological divisor of zero.

So it follows from our hypothesis that  $x - \lambda I = 0$  or  $x = \lambda I$ . So by the previous remark  $A = C$ .

**5.20 Theorem**

*If the norm in  $A$  satisfies the inequality.*

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**Semester - III**

**SO 2.3.3**

**SOCIAL STATISTICS**

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**M. A. SOCIOLOGY**  
**SEMESTER - III**

**SO2.3.3 SOCIAL STATISTICS**

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First Published in 2018

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# MODULE-I

## STATISTICS

### MEANING, TYPES, USES AND LIMITATIONS

#### Structure

- I.1 Introduction
- I.2 Objectives
- I.3 Meaning of statistics
- I.4 Application of statistics
- I.5 Nature and Characteristics of statistics
- I.6 Types of statistics
- I.7 Stages of statistical investigation
- I.8 Use of statistics in research
- I.9 Limitation of statistics in social research
- I.10 Functions or advantages of statistic
- I.11 Conclusion
- I.12 Self check questions
- I.13 Reference and further readings
- I.14 Space for note

#### **I.1 Introduction**

The subject statistics is a mathematical science which is widely dealing with collection, organization, analysis, interpretation and presentation of numerical values. It is not a subfield of mathematics. The word statistics is used by different scholars in different ways. For some statistics is tables, charts etc for showing some human characteristics. For some it is a science. For some it is a method studying quantitative information regarding some social phenomenon. Thus we see that generally the word is

## MODULE II

### Unit - 1

# ORGANIZING AND GRAPHING DATA

#### Structure

- II.1.1 Introduction
- II.1.2 Objective
- II.1.3 Raw data
  - II.1.3.1 Organization
  - II.1.3.2 Classification of data
  - II.1.3.3 Need and Objectives of Classification
- II.1.4 Tabulation
  - II.1.4.1 The major objectives of tabulation are
  - II.1.4.2 Advantages of tabulation
- II.1.5 Tables
  - II.1.5.1 Parts of a Table (Essential of a Table)
  - II.1.5.2 Construction of tables
  - II.1.5.3 Type of Tables
  - II.1.5.4 Simple and complex tables
- II.1.6 Graphic and diagrammatic representation of data
  - II.1.6.1 Objectives of diagrams and graphs
  - II.1.6.2 Functions of graph
  - II.1.6.3 Limitations of diagrams and graphs
  - II.1.6.4 Rules for drawing and graphs
  - II.1.6.5 Differences between Diagrams and Graphs
- II.1.7 Methods of Classification
- II.1.8 Conclusion
- II.1.9 Self check questions

II.1.10 Reference and further readings

II.1.11 Space for note

### II.1.1 Introduction

The goal of statistics is to gain scientific information for a scientific enquiry. Data sets are sometime so large and do not make sense and cannot provide useful information. Therefore the data must be organized and simplified to manageable proportions before they can be studied. Certain numerical calculations are used to describe and summarized specific aspects of data. Organized data are presented in the form of diagrams, tables and graphs. It is important to know the type of graphs and numerical summaries to select and how to interpret the results. This unit introduces the art of organizing data by using pictorial or graphical representations.

**II.1.2 Objective:** After reading this unit you will able to understand how to classify data, how to represent a scientific data in to tables and graphs for interpretation and analysis.

This unit will help the students to

- To understand the how classify the raw data
- Construction of statistical tables
- Understand the different type of diagrammatic representation of statistical data

### II.1.3 Raw data

Raw data are the data collected for the purpose of a statistical inquiry sometimes consists of a few fairly simple figures, which can be easily understood without any special treatment. But more often there is an overwhelming mass of raw data without any structure.

When raw data are collected, the information obtained for each member of a population or sample is recorded in the sequence in which it becomes available.

## MODULE- III

### Unit - 1

# MEASURES OF CENTRAL TENDENCY

#### Structure

III.1.1 Introduction

III.1.2 Objectives

III.1.3 Measures of Central Tendency

III.1.3.1 Functions of an average or measures of central tendency

III.1.3.2 The characteristics of a good average

III.1.3.3 Positional averages and mathematical averages

III.1.3.4 Arithmetic mean

a. Simple Arithmetic Mean

b. Arithmetic mean in Discrete series

c. Arithmetic mean in continuous series

III.1.3.5 Median (positional average)

a. Median in Individual series

b. Median in Discrete series or ungrouped frequency distribution

c. Median in continuous series or grouped frequency table

III.1.3.6 Mode

a. Mode of a grouped frequency distribution

III.1.3.7 Compare Mean, Median and Mode

III.1.3.8 Choose of an appropriate average

III.1.4 Conclusion

III.1.5 Self check questions

III.1.6 Reference and further readings

III.1.7 Space for note



## MODULE- IV

### Unit I

# CORRELATION ANALYSIS

#### Structure

IV.1.1 Introduction

IV.1.2 Objectives

IV.1.3 Correlation

IV.1.3.1 Significance of the study of correlation

IV.1.3.2 Types of correlation

- a. Positive and Negative Correlation
- b. Linear and Non Linear Correlation
- c. Simple, Partial and Multiple Correlation

IV.1.3.3 Correlation - Cause and Effect relationship

- a. Karl Pearson's coefficient of correlation
- b. Spearman's Rank correlation

IV.1.4 Self check question

IV.1.5 Reference and further readings

IV.1.6 Space for note

#### IV.1.1 Introduction

The degree of relationship between the variables under consideration through the correlation analysis. The measure of correlation called the coefficient or correlation index summarizes in one figure the direction and

## MODULE - V

### Unit- 1

# APPLICATION OF COMPUTER IN STATISTICAL ANALYSIS

## Structure

- V.1.1 Introduction
- V.1.2 Objectives
- V.1.3 Important characteristics of computers
- V.1.4 Computers and researchers
- V.1.5 Advantages of using a computer in statistical analysis
- V.1.6 S P S S (Statistical Package for the Social Sciences)
  - V.1.6.1 Meaning
  - V.1.6.2 Uses of SPSS
  - V.1.6.3 The Core functions of SPSS
  - V.1.6.4 The Benefits of Using SPSS for Survey Data Analysis
  - V.1.6.5 SPSS Program Functionality
- V.1.7 Uses of internet in social research
- V.1.8 Conclusion
- V.1.9 Self check questions
- V.1.10 Reference and further readings
- V.1.11 Space for note

# **School of Distance Education**



**POST GRADUATE  
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**M. A. Public Administration**

**Semester - III**

**PADC 007**

**Indian Administration**

*School of Distance Education  
University of Kerala,  
Palayam, Thiruvananthapuram*

**M. A. Public Administration**

**Semester - III**

**Course Code: PADC 007**

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No. of Copies 300  
Printed at : University Press  
Thiruvananthapuram  
Kup 63/2019-20



## Module I

### Unit 1

#### Evolution of Indian Administration

##### Contents

- 1.1 Introduction
- 1.2 Objectives
- 1.3 Kautilya's Contribution
- 1.4 Mughal Administration
- 1.5 British Legacy
- 1.6 Post Independent Period
- 1.7 Summary
- 1.8 Model Questions
- 1.9 References

##### 1.1 Introduction

Indian administration traces its earliest known form to the tribal system which later emerges as a monarchical system. We gain a lot of knowledge about ancient Indian Administration from ancient religious and political treatises. In the early Vedic period there were many tribes who elected their own chiefs and he handled all their responsibilities and the administration of the tribes and the Sabha (Assembly of elders) and Samiti (Assembly of people) were the tribal assemblies. The chief protected the tribe but had no revenue system or holdover land thus wars were resorted to and the booty shared among the tribes. The first form of the 'State' in India can be traced back to the times of Manu (original name Satyavrata) the first King and progenitor of mankind according to Hinduism. People were fed up with anarchy as there was no neutral judge/arbitrator in between to solve issues of society, and so they appointed Manu as King and paid service fees as taxes for looking after them and ensuring mutual benefit and justice to everyone in society owing to his wisdom and philosophical attitude and the King was divine and regarded as descended from God. As per the Ramayana and Mahabharata/Later Vedic times it

## Module II

### Administration at Union Level

#### Unit 2

### Administration at Union Level

#### PMO, Central Secretariat

#### Cabinet Secretariat

#### Contents

- 2.1 Introduction
- 2.2 Objectives
- 2.3 PMO
- 2.4 The Central Secretariat
- 2.5 Cabinet Secretariat
- 2.6 Summary
- 2.7 Model Questions
- 2.8 References

#### 2.1 Introduction

India is a parliamentary democracy. A basic feature of this system is the presence of a double executive - the constitutional head is the President of India, whereas the Prime Minister and his Cabinet are the real executives. There is a parliamentary form of government as in Britain. Like Britain, the Parliament is an elected, representative body. It is the chief law making body, the first organ of the government. Under the leadership of the Prime Minister, the cabinet including the Prime Minister are collectively responsible to the parliament. Next to parliament is the Cabinet. It is similar to the cabinet model in Britain. The cabinet is headed by the Prime Minister, who presides over this Council of Ministers. The Prime Minister's role is significant. He is the captain who steers the ship of state. He is the *primus inter pares* - the first among equals. He is the kingpin of the administration. He defends his party policies on the floor of the parliament. He is the connecting link between the legislators and executive organs of the

**Module III**  
**PUBLIC SERVICES**

**Unit 4**

**ALL INDIA SERVICES AND RECRUITING AGENCIES**

**Contents**

- 4.1 Introduction
- 4.2 Objectives
- 4.3 All India Services
- 4.4 Central Services
- 4.5 Union Public Service Commission
- 4.6 Staff Selection Commission
- 4.7 Summary
- 4.8 Model Questions
- 4.9 References

**4.1 Introduction**

The post-independence administration in India was fairly stable due to the sustained tenures of the public services which were in office before independence. The Indian Civil Service and Indian Police Service were the two All India Services that helped the country to hold together. The other All India Services incorporated the medical, engineering, forest, educational and others. The Indian Civil Service was the mainly pivotal and prized of these services. Its men occupied positions in the executive councils of the Governor General of India and the provincial Governors. Mainly, the posts of Secretaries to the departments in the Central and provincial governments and of heads of executive departments were held through them. ICS men were also district collectors and magistrates/deputy commissioners. Before independence, the officers of ICS and other All India Services were appointed through the Secretary of State for India. After independence, under the India Independence Act, 1947, the ICS and other officers in All India Services, who sustained in office, became officers in the service of the Government of India.

## Module IV

### State Administration

#### Unit 6

#### State Secretariat – Organization and Role, Chief Secretary

##### Contents

- 6.1 Introduction
- 6.2 Objectives
- 6.3 State Secretariat
- 6.4 Chief Secretary
- 6.5 Summary
- 6.6 Model Questions
- 6.7 References

##### 6.1 Introduction

The State Secretariat is similar to the Central Secretariat, but on a smaller scale and for purposes of carrying out the states functions. Moreover the major development responsibilities fall in the state list – Social Services, Land, Labour, Health, Agriculture, Justice and Police, Irrigation, Roads, Local government etc. In spite of such heavy responsibilities, state finances are not sufficient to carry out these tasks. The states complain that they are not provided equal share in finances. India is a federation. There is a dual polity and the distribution of powers, political, economic and financial, between the Centre and the States. More powers are there in the Central list, while in the state list the powers are insufficient. And the states find it difficult to manage with resources. This is the reason for complaints.

Today in the post globalised era, the relations between Centre and States have become co-operative. Also after the 1992 Amendments, states have a greater share in local government. The position and powers of urban and rural governance have been elevated by the introduction of the Panchayati Raj. The Chief Secretary is the administrative head of state administration in India. He is like



## Module V

### Issues and Challenges in Indian Administration

#### Unit 8

#### Minister-Civil Servant Relation, Generalist Vs. Specialist debate

##### Contents

- 8.1 Introduction
- 8.2 Objectives
- 8.3 Minister Civil Servant Relations
- 8.4 Generalist vs. Specialist
- 8.5 Summary
- 8.6 Model Questions
- 8.7 References

##### 8.1 Introduction

This unit deals with a number of varied topics. After going through it, you can learn about certain controversial relations in administration. Corruption is rampant. There is a need to discover its causes and find out ways and means to eradicate it. Indian citizens have certain grievance Redressal mechanisms. Efforts to reform administration have been undertaken. The Administrative Reforms Commission has suggested reforms in all aspects of Indian administration. Indian Administration is beset with many problems, at the Union, state and lower levels. Some of these difficulties are inherent in the system; some of them are inherited from the British rule. Problems create issues, as between the centre and states, inside the state between legislature and executive. Also India being a developing nation has to spread scant resources to meet the needs of millions of people. Poverty, illiteracy, lack of basic amenities in rural areas are long standing malice of the system. Since 1990s and globalisation, the country has to compete in a highly competitive market and update technological skills to meet the changing situations demands. Within the system there are a number of anomalies that need correction. India is not fully a parliamentary or fully a presidential system. Over the parliamentary edifice there is

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GRADUATE  
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**M.A.**

**Semester : 3  
Course Code : PS 531**

**POLITICAL SCIENCE**

**RESEARCH  
METHODOLOGY**

**UNIVERSITY OF KERALA**  
Senate House Campus  
Palayam, Thiruvananthapuram

*School of Distance Education*  
*University of Kerala,*  
*Palayam*  
*Thiruvananthapuram - 695034*

**M. A. POLITICAL SCIENCE**  
**Semester III**

**CORE COURSE 7**  
**PS 531: RESEARCH METHODOLOGY**

**Course Prepared by**

Dr. Rose Mary George  
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Thiruvananthapuram - 695 034

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**SYLLABUS****PS 531: RESEARCH METHODOLOGY****Module I****Unit 1**

Philosophy of Social Science

Scientific Explanation and Interpretative Understanding of Social Sciences

**Unit 2**

Value–Fact Relationship

Question of Objectivity

**Module II****Unit 3**

Selection and Formulation of Research Problem

**Unit 4**

Concept, Hypothesis and Variables in Political Science

**Unit 5**

Synopsis Preparation and Research Design

Qualitative Vs. Quantitative Research

**Module III****Unit 6**

Types of Designs: Exploratory, Descriptive, Diagnostic and Experimental

**Unit 7**

Sampling -Types of Sampling: Probability Sampling Techniques

**Unit 8**

Non-Probability Sampling Techniques

**Module IV****Unit 9**

Major Stages of Research

Data Collection –Tools of Data Collection

**Unit 10**

Data Analysis– Use of Computer and Internet

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UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034



## FIRST YEAR M. A. HISTORY SEMESTER-1

### HY214A BRONZE AGE CIVILIZATIONS (Elective)

HY 213 - KERALA HISTORY -1



School of Distance Education  
University of Kerala  
Palayam  
Thiruvananthapuram

**FIRST YEAR M.A HISTORY**  
**SEMESTER-1**  
**HY214A**  
**BRONZE AGE CIVILIZATIONS (Elective)**

**Prepared by : Edited by:**

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First Published in 2017

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Printed at: University Press, University of Kerala

kup 413/2017-'18

# Module-I

## IN SEARCH OF ANTIQUITY

### Contents

- Introduction
- Objectives
- Archaeology
- Methods of Prospection
- Excavation
- Description and Classification (Interpretation)
- Restoration and Conservation
- Dating techniques
- Thermoluminescence (TL)
- Ancient Scripts
- Epigraphy
- The origin of writing
- Writing Materials
- Cuneiform
- Hieroglyphic
- Chinese Script
- Anthropology
- Fossil Man
- Pithecanthropus
- Sinanthropus
- Heidelberg Man
- Australopithecus
- Neandertal man
- Palestinian Man
- Rhodesian Man
- Solo Man
- Cro-Magnon Man
- 1.6 Concept of Culture
- 1.7 Cultural Change



## **MODULE - II**

# **EARLY STAGES**

### **Contents**

#### 2.1. Introduction

- Objectives
- Palaeolithic Age
- The Mesolithic Age
- The Neolithic Age
- Neolithic Sites
- Neolithic Society
- Neolithic Agriculture
- The Domestication of animals
- Development of Arts and Crafts
- Tools and Weapons
- Transport
- Advancement made by Neolithic Man
- Chalcolithic Age
- Common Characteristics of the earliest civilizations
- State
- Social classes
- Contribution to knowledge
- Trade and movement of Ideas

## **Module - III**

# **MESOPOTAMIA**

### **Contents**

- Introduction
- Objectives
- The Land: The earliest cities of Mesopotamia
- Mesopotamian Civilization
- Sumerian Culture
  - Art and Architecture
  - Religion
- Economic Condition
- Law
- Growth of Knowledge
- The Babylonians
- Social and Economic Conditions
- Art and Architecture
- Religion
- Learning and Literature
- Assyrian Civilization
- Chaldean Civilization

**Module - IV**  
**THE EGYPTIAN CIVILIZATION**

**Contents**

- Introduction
- Objectives
- The Pre-dynastic period
- Political History under the Pharaohs
- The old kingdom (3400 - 2500 B.C.)
- The Middle kingdom (about 1800 B.C.)
- The New Kingdom (1560 -1150 B.C.)
- Egyptian Religion
- Intellectual Achievements
  - Mathematics
- Calender
- Astronomy
- Medicine
- Philosophy
- Literature and Learning
- Social and Economic Life
- Economic Condition
- Agriculture
  - Industry
  - Commerce

★ ★ ★

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**POST  
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**M.A.  
Economics**

**Semester : II  
Course Code : EC 224**

**Research Methodology  
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**UNIVERSITY OF KERALA**  
Senate House Campus  
Palayam, Thiruvananthapuram

School of Distance Education,  
University of Kerala,  
Kariavattom, Thiruvananthapuram.

**MA Economics**  
**Semester - II**  
**Course Code: EC 224**  
**Research Methodology and Econometrics**

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Printed at : University Press  
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# Module I

## Research Methodology

### Unit 1

#### Introduction to Social Science Research

##### Contents

- 1.1 Introduction
- 1.2 Objectives
- 1.3 Meaning of Research
- 1.4 Social Science Research
- 1.5 Types of Research
- 1.6 Let us Sum Up
- 1.7 Self - assessment Questions
- 1.8 References
- 1.9 Further Readings
- 1.10 Glossary

##### 1.1 Introduction

Curiosity is a distinctive feature of human beings. Whenever we encounter problems, numerous questions go through our mind and we try to answer them. Seeking answers to such questions and finding solutions to problems have always been the basis of human progress. A systematic search for a solution to a problem is called research. Aim of this unit is to examine the meaning, purpose and scope of research in social sciences. Apart from that, this unit throws light on different types of research also.

##### 1.2 Objectives

By reading this unit you will be able to:

1. Define research and explain its objectives

## **Module II**

### **Statistical Methods**

#### **Unit 3**

#### **Methods of Sampling and Data Collection**

##### **Contents**

- 3.1 Introduction
- 3.2 Objectives
- 3.3 Sample Design
- 3.4 Different Methods of sampling
- 3.5 Characteristics of a good sample design
- 3.6 Some fundamental concepts in sample
- 3.7 Data Collection Methods
- 3.8 Let us Sum Up
- 3.9 Self - assessment Questions
- 3.10 References
- 3.11 Further Readings
- 3.12 Glossary

##### **3.1 Introduction**

One of the most difficult tasks that a researcher has to undertake while doing research is the selection of the sample. This unit deals with the basic concepts related to sampling and important methods of sampling. Apart from sampling, this unit examines the important methods of data collection also. Definitely the selection of the sampling plan and methods of data collection influence the reliability of the research results.

## Module III

### Econometrics Methods

#### Unit 6

#### Methodology of Econometric Research

##### **Contents**

- 6.1 Introduction
- 6.2 Objectives
- 6.3 Nature and Scope of Econometrics
- 6.4 Methodology of Econometrics
- 6.5 Regression Analysis: Some Basic Ideas
- 6.6 Let us Sum Up
- 6.7 Self - assessment Questions
- 6.8 References
- 6.9 Further Readings
- 6.10 Glossary

##### **6.1 Introduction**

In the previous units we have examined some important aspects related to research methodology. From this unit onwards we are moving to the econometrics section in our syllabus. As you know, econometrics is a branch of economics which deals with the application of statistical and mathematical techniques in economics for verifying theories and forecasting future trends. This unit explains the traditional methodology of econometrics besides explaining the nature and scope of econometrics.

##### **6.2 Objectives**

By reading this unit, you will be able to:

1. Explain the nature and scope of econometrics

## Module IV

### Econometric Problems

#### Unit 8 Heteroscedasticity

##### Contents

- 8.1 Introduction
- 8.2 Objectives
- 8.3 Nature of Heteroscedasticity
- 8.4 Reasons for Heteroscedasticity
- 8.5 Consequences of Heteroscedasticity
- 8.6 Tests for Detecting Heteroscedasticity
- 8.7 Remedial Measures
- 8.8 Let Us Sum Up
- 8.9 Self-Assessment Questions
- 8.10 References
- 8.11 Further Readings
- 8.12 Glossary

##### 8.1 Introduction

In the previous unit we have found that the linear regression model is based on some assumptions. Now let us examine the situations where some of these assumptions have been violated. One important assumption of the classical linear regression model is that the disturbance  $u$ 's have the same variance. That is the  $u$ 's are homoscedastic. In this unit we are trying to examine the validity of this assumption and find out what happens when this assumption is not fulfilled.



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UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

## M. A. Hindi First Semester

Course Code: HL 1104



## Core Course - 1

भारतीय एवं पाश्चात्य काव्य चिंतन

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**M A Hindi**  
**(First Semester)**

**Course Code: HL 1104**

**Indian and Western Literary Thought**

**भारतीय एवं पाश्चात्य काव्य चिंतन**

**Prepared & Edited by:**

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भाग – 1

भारतीय काव्य चिंतन

## भाग – 1

### भारतीय काव्य चिंतन

#### इकाई-1

#### साहित्य चिंतन, छंद एवं अलंकार

##### 1.1.0. प्रस्तावना

##### 1.1.1. पाठ का उद्देश्य

##### 1.1.2. काव्य के सिद्धांत एवं परिभाषा

##### 1.1.3. काव्य का प्रयोजन

##### 1.1.4. काव्य के भेद

##### 1.1.5. काव्य के विभिन्न रूप

##### 1.1.5.1. प्रबंध काव्य

##### 1.1.5.2. मुक्तक काव्य

##### 1.1.5.3. मिश्र काव्य

##### 1.1.6 काव्य के तत्व

##### 1.1.6.1. भावतत्व (रागात्मक तत्व)

##### 1.1.6.2. कल्पना तत्व

##### 1.1.6.3. बुद्धि तत्व

##### 1.1.6.4. शैली (कला) तत्व

##### 1.1.7. गद्य साहित्य

##### 1.1.7.1. उपन्यास

##### 1.1.7.1.1. उपन्यास के प्रमुख तत्व

##### 1.1.7.2. कहानी

##### 1.1.7.2.1 कहानी के प्रमुख तत्व

### 1.1.7.3. नाटक

#### 1.1.7.3.1. नाटक के प्रमुख तत्व

### 1.1.7.4. अन्य गद्य विधाएं

#### 1.1.7.4.1. रेखाचित्र

#### 1.1.7.4.2. जीवनी

#### 1.1.7.4.3. आत्मकथा

#### 1.1.7.4.4. यात्रा वृत्तान्त

### 1.1.8. हिंदी के प्रमुख छंद

### 1.1.9. हिंदी के प्रमुख अलंकार

### 1.1.10. शब्द शक्ति

#### 1.1.10.1. अभिधा

#### 1.1.10.2. लक्षणा

#### 1.1.10.3. व्यंजना

### 1.11. निष्कर्ष

### 1.12. अभ्यास के लिए कुछ प्रश्न

## इकाई-2

### काव्यानंद और विभिन्न सिद्धांत

#### 1.2.0 प्रस्तावना

#### 1.2.1 पाठ का उद्देश्य

#### 1.2.2 रसास्वादन

#### 1.2.3 भरत के रससूत्र और इसकी विभिन्न व्याख्याएं

##### 1.2.3.1 भट्ट लोलट- उत्पत्तिवाद (आरोपवाद)

##### 1.2.3.2 शंकुक- अनुमितिवाद (अनुमानवाद)

##### 1.2.3.3 भट्ट नायक –भुक्तिवाद (भोगवाद)

##### 1.2.3.4 अभिनवगुप्त- अभिव्यक्तिवाद (अभिव्यंजना वाद)

#### 1.2.4 साधारणीकरण सिद्धांत

#### 1.2.5 ध्वनि सिद्धांत - आनंदवर्धन

#### 1.2.6 रीती सिद्धांत -वामन

##### 1.2.6.1 काव्य के गुण

##### 1.2.6.2 पाश्चात्य विद्वानों की दृष्टि में रीति

#### 1.2.7 वक्रोक्ति सिद्धांत -कुंतक

##### 1.2.7.1 वक्रोक्ति तथा अन्य काव्य तत्व

##### 1.2.7.2 वक्रोक्ति के भेद

##### 1.2.7.3 वक्रोक्तिवाद और अभिव्यंजनावाद

#### 1.2.8 औचित्य सिद्धांत – क्षेमेन्द्र

#### 1.2.9 अलंकार सिद्धांत - भामह, उद्भट, रुद्रट

##### 1.2.9.1 काव्य में अलंकार का स्थान

#### 1.2.10 निष्कर्ष

#### 1.2.11.अभ्यास के लिए कुछ प्रश्न

इकाई - 3

हिंदी आलोचना

1.3.0 प्रस्तावना

1.3.1 पाठ का उद्देश्य

1.3.2 हिंदी आलोचना का विकास

1.3.3 रामचंद्र शुक्ल

1.3.4 नन्द दुलारे वाजपेयी

1.3.5 रामविलास शर्मा

1.3.6 नामवर सिंह

1.3.7 हज़ारी प्रसाद द्विवेदी

1.3.8 निष्कर्ष

1.3.9. अभ्यास के लिए कुछ प्रश्न



## इकाई - 4

### हिंदी के प्रसिद्ध छन्द अलंकर

#### 1.4.0 प्रस्तावना

#### 1.4.1 पाठ का उद्देश्य

#### 1.4.2 प्रसिद्ध छंद

##### 1.4.2.1 चौपाई

##### 1.4.2.2 बरवै

##### 1.4.2.3 सोरटा

##### 1.4.2.4 रोला

##### 1.4.2.5 दोहा

#### 1.4.3 निष्कर्ष

#### 1.4.4. अभ्यास के लिए कुछ प्रश्न

## इकाई - 5

### हिंदी के प्रसिद्ध छन्द अलंकर

#### 1.5.0 प्रस्तावना

#### 1.5.1 पाठ का उद्देश्य

#### 1.5.2 प्रसिद्ध अलंकार

##### 1.5.2.1 यमक

##### 1.5.2.2 श्लेष

##### 1.5.2.3 उपमा

##### 1.5.2.4 रूपक

##### 1.5.2.5 उत्प्रेक्षा

#### 1.5.3. निष्कर्ष

#### 1.5.4. अभ्यास के लिए कुछ प्रश्न

भाग - II

पाश्चात्य काव्य शास्त्र

## भाग - II

### पाश्चात्य काव्य शास्त्र

#### इकाई - 1

#### अरस्तु और प्लेटो

##### 2.1.0. प्रस्तावना

##### 2.1.1. पाठ का उद्देश्य

##### 2.1.2. प्लेटो

##### 2.1.2.1. कला और अनुकरण

##### 2.1.2.2. समाज में कला का स्थान

##### 2.1.3. अरस्तु

##### 2.1.3.1. काव्य सत्य

##### 2.1.3.2. विरेचन सिद्धान्त (Katharsis)

##### 2.1.3.2.1. विरेचन के तीन अर्थ

##### 2.1.3.2.2. विरेचन सिद्धान्त, रस सिद्धान्त

##### 2.1.4. निष्कर्ष

##### 2.1.5. अभ्यास के लिए कुछ प्रश्न

इकाई - 2

अरस्तु- नाट्य संबंधी विचार

2.2.0. प्रस्तावना

2.2.1. पाठ का उद्देश्य

2.2.2. अरस्तु – नाट्य संबंधी विचार

2.2.2.1. त्रासदी विवेचन

2.2.2.2. त्रासदी के तत्व

2.2.2.2.1. कथानक(Plot)

2.2.2.2.1.1. संकलन - त्रय (Three Unities)

2.2.2.2.1.2. कथानक के अनिवार्य गुण

2.2.2.2.1.3. कथानक के अंग

2.2.2.2.2. चरित्र (Character)

2.2.2.2.3. पदावली (Direction)

2.2.2.2.4. विचारतत्व (Thought)

2.2.2.2.5. संगीत (Melody)

2.2.2.2.6. दृश्य विधान (Spectacle)

2.2.3. त्रासदी और आनंद

2.2.4. निष्कर्ष

2.2.5. अभ्यास के लिए कुछ प्रश्न

## इकाई - 3

### पाश्चात्य काव्य शास्त्र के प्रमुख स्तम्भ

#### 2.3.0 प्रस्तावना

#### 2.3.1 पाठ का उद्देश्य

#### 2.3.2 लॉजैनस का औदात्यवाद

##### 2.3.2.1 औदात्य के तत्व

###### 2.3.2.1.1 विषय की गरिमा और विचारों की उदात्तता

###### 2.3.2.1.2 भावों की तीव्रता

###### 2.3.2.1.3 समुचित अलंकार योजना

###### 2.3.2.1.4 उत्कृष्ट भाषा

###### 2.3.2.1.5 गरिमामय रचना विधान

##### 2.3.2.2 औदात्य के बाधक तत्व

##### 2.3.2.3 आभिजात्यवाद, नव आभिजात्यवाद और स्वच्छन्दता वाद

###### 2.3.2.3.1 नव आभिजात्यवाद

###### 2.3.2.3.2 स्वच्छन्तदावाद

#### 2.3.3 कोलरिज और वड्सवर्थ

##### 2.3.3.1 कोलरिज

###### 2.3.3.1.1 कल्पना संबंधी विचार

###### 2.3.3.1.2 काव्य शैली

##### 2.3.3.2 वड्सवर्थ

###### 2.3.3.2.1 वड्सवर्थ के काव्य विषयक विचार

#### 2.3.4 मैथ्यु अर्नोल्ड

##### 2.3.4.1 कविता जीवन की आलोचना

##### 2.3.4.2 काव्य विषय

2.3.4.3 काव्य का प्रयोजन

2.3.4.4 आलोचक और आलोचना

2.3.5 क्रोचे

2.3.5.1. सहजानुभूति

2.3.5.2. सहजानुभूति और काला

2.3.5.3. कला की अखंडता

2.3.5.4. कलाकार के साधन

2.3.5.5. सामाजिक के लिए अपेक्षित क्षमताएं

2.3.6 आई ए रिचार्डस

2.3.6.1. मूल्य का सिद्धांत और साहित्य

2.3.6.2. प्रेषणियता का सिद्धांत (Theory of communication)

2.3.6.3. काव्य की भाषा

2.3.6.4. काव्यास्वादन की प्रक्रिया (The process of appreciation of poetry)

2.3.7. टी एस इलियट

2.3.8. निष्कर्ष

2.3.9. अभ्यास के लिए कुछ प्रश्न

इकाई - 4

पाश्चात्य समीक्षा पद्धतियाँ

2.4.0. प्रस्तावना

2.4.1. पाठ का उद्देश्य

2.4.2. मार्क्सवाद (Marxism)

2.4.3. आधुनिकतावाद (Modernism)

2.4.4. मनोविश्लेषण पद्धति (psychological Analysis)

2.4.5. अस्तित्ववाद (Existentialism)

2.4.6. प्रतीकवाद (Symbolism)

2.4.7. यथार्थवाद (Realism)

2.4.8. अतिथार्थवाद (Sur-realism)

2.4.9. निष्कर्ष

2.4.10. अभ्यास के लिए कुछ प्रश्न

इकाई - 5

पाश्चात्य समीक्षा पद्धतियाँ

2.5.0. प्रस्तावना

2.5.1. पाठ का उद्देश्य

2.5.2. रीतिवाद (Formalism)

2.5.3. नयी समीक्षा (New criticism)

2.5.4. शैलीविज्ञान (Stylistics)

2.5.5. संरचनावाद (Structuralism)

2.5.6. उत्तर संरचनावाद (Post structuralism)

2.5.7. उत्तर आधुनिकतावाद (Post Modernism)

2.5.8. विविध विमर्श (Discourses)

2.5.9. स्त्री विमर्श (Feminism)

2.5.10. पारिस्थितिक विमर्श (Eco Criticism)

2.5.11. दलित विमर्श (Dalit criticism)

2.5.12. निष्कर्ष

2.5.13. अभ्यास के लिए कुछ प्रश्न

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**POST  
GRADUATE  
DEGREE  
PROGRAMME**

**M.A.**  
**Malayalam**

**Semester : 4**  
**Course Code : MLD 241**

**സമകാലസാഹിത്യം -  
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**Course 13**  
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First Published in 2019  
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Printed at: University Press, University of Kerala



### Unit - I ആധുനികതാവാദകാലം ഹേ ഗഗാനിൽ

കെ. അയ്യപ്പപ്പണിക്കർ

അയ്യപ്പപ്പണിക്കരുടെ പ്രശസ്ത ചെറുകുറിയെഴുത്താണ് 'ഹേ ഗഗാനിൽ.' (1964) ലോകത്തിലാദ്യമായി ശൂന്യാകാശസഞ്ചാരം വിജയകരമായി പൂർത്തിയാക്കിയ യൂറി ഗഗാനിനെ അഭിസംബോധന ചെയ്തുകൊണ്ട്, ആ ഗഗനസഞ്ചാരി എത്തിച്ചേർന്നിട്ടില്ലാത്ത ഭാവനയുടെ വിശാലലോകങ്ങളെ പരിചയപ്പെടുത്തുന്ന കവിയായെന്നിത്, മനുഷ്യന്റെ ഭാവനാസഞ്ചാരത്തെ പരിമിതപ്പെടുത്തുവാൻ നവീനശാസ്ത്രത്തിനുപോലും സാധിക്കില്ലെന്നു പ്രഖ്യാപിക്കുന്ന ഈ കവിത ശരിയായി ഗ്രഹിക്കുവാൻ യൂറി ഗഗാനിനാശാണെന്ന് നാം മനസ്സിലാക്കേണ്ടണ്ട്.

യൂറി അലക്സിയേവിച്ച് ഗഗാനിൽ എന്ന വ്യക്തി ലോകപ്രശസ്തനാണ്. ലോകത്തിലാദ്യമായി ശൂന്യാകാശസഞ്ചാരം വിജയകരമായി നടത്തിയ ബഹിരാകാശയാത്രികനാണ് അദ്ദേഹം. 1934 മാർച്ച് 9-ന് മോസ്കോയിൽ സമീപം Gzhatsk എന്ന സ്ഥലത്ത് ഒരു കുടുംബത്തിൽ ഒരു മദ്ധ്യസ്ഥനായൊരു കുട്ടിയായി ജനിച്ചു. 1951-ൽ എഞ്ചിനീയറിംഗ് സംബന്ധമായ പഠനങ്ങളിൽ പ്രശസ്തമായ നിലയിൽ ബിരുദം കരസ്ഥമാക്കിയശേഷം യൂറി ഗഗാനിൽ വ്യോമമേഖലയിൽ വിദഗ്ദ്ധമായ പരിശീലനം നേടി. 1955-ൽ റെഡ് ബർഗിലെ സൈനികവ്യോമയാനവിദ്യാലയത്തിൽ ചേർന്ന അദ്ദേഹം പിന്നീട് സോവിയറ്റ് വ്യോമസേനയിലെ മേജർപാവിയിലേക്ക് വളർന്നു. 1961 ഏപ്രിൽ 12-ന് രാവിലെ മോസ്കോ സമയം 9.07-നാണ് ഇദ്ദേഹം കയറിയ 3/4 ടൺ ഭാരമുള്ള വെസ്തോക്ക് ബഹിരാകാശത്തിൽ വിക്ഷേപിതമായത്. ഭൂമിയിൽനിന്ന് 301 കിലോമീറ്റർ ഉയരത്തിൽ ഇദ്ദേഹം ഭൂമിയെ ഒരു മുതലിനെ വലംവെച്ചു. ഒരു പ്രദക്ഷിണത്തിന് ഒരു മണിക്കൂർ ഇരുപത്തിയൊന്നു മിനിറ്റ് സമയമാണെടുത്തത്. മുൻകൂട്ടി നിശ്ചയിച്ച സ്ഥലത്ത് കൃത്യസമയംപാലിച്ച് നിപോയം ഭൂമിയിൽ തിരിച്ചെത്തുവാനും ഗഗാനിനു സാധിച്ചു. ഈ ശൂന്യാകാശസഞ്ചാരത്തിനിടയിൽ ഇദ്ദേഹം ഭൂമിയുമായി റേഡിയോസമ്പർക്കം പുലർത്തുകയും ഭാരഹിതമായ അവസ്ഥയെക്കുറിച്ച് പഠനം തയ്യാറാക്കി കുറിപ്പുകൾ എഴുതുകയും ചെയ്തു. ഗ്രഹാന്തരശൂന്യാകാശത്തിലെ കൊളംബസ് എന്ന ബഹുമതിനിർദ്ദേശത്തോടെ ലോകമാകെ വിഖ്യാതനായ ഇദ്ദേഹത്തിന് സോവിയറ്റ് യൂണിയൻ നിരവധി ബഹുമതികളും പദവികളും നൽകി ആദരിക്കുകയുണ്ടായി. 'ഓർഡർ ഓഫ് ലെനിൻ', 'ഹീറോ ഓഫ് ദി സോവിയറ്റ് യൂണിയൻ' തുടങ്ങിയവയാണ് ഇതിൽ പ്രധാനം. സോവിയറ്റ് ശൂന്യാകാശപദ്ധതികളുടെ കൊടിയടയാളമായി അറിയപ്പെട്ട യൂറി ഗഗാനിൽ ഒരു വിമാനാപകടത്തിൽ 1968 27-ന് കൊല്ലപ്പെടുകയാണുണ്ടായത്. പിന്നീട് ഇദ്ദേഹത്തിന്റെ ജന്മസ്ഥലത്തിന് സോവിയറ്റ് സർക്കാർ ഗഗാനിൽ എന്ന പേരു നൽകുകയുണ്ടായി. യൂറി ഗഗാനിന്റെ സംഭവബഹുലമായ ജീവിതത്തിന്റെ പശ്ചാത്തലത്തിൽ ശാസ്ത്രത്തെയും ഭാവനയെയും കുറിച്ചുള്ള തന്റെ നിലപാട് അതിമനോഹരമായി ആവിഷ്കരിക്കുകയാണ് 'ഹേഗഗാനിൽ' എന്ന കവിതയിലൂടെ അയ്യപ്പപ്പണിക്കർ. ശാസ്ത്രയുഗത്തിൽ കവിതയുടെ കൃത്യമെന്ന വാദത്തെ തട്ടിയകറ്റുന്ന കവിത എന്ന നിലയിലും ശ്രദ്ധേയമാണ് 'ഹേഗഗാനിൽ.'

ഈ കവിത ആരംഭിക്കുന്നത് ഗഗാനിനെ അഭിസംബോധന ചെയ്തുകൊണ്ടാണ്.  
"ഹേ, ഗഗാനിൽ,  
ഗഗനചരനിൻ,  
പഥികനെൻ വഴിവിട്ടുമാറുവിൻ  
മർത്യധർമ്മവിചിന്തനത്തിനു-

Unit - 2

ആധുനികതാനന്തരകാലം

വിക്ക് -കെ. സച്ചിദാനന്ദൻ

ഭാഷയുമായി ബന്ധപ്പെട്ട് നിരവധി കവിതകൾ കെ. സച്ചിദാനന്ദനിൽനിന്നു മലയാളത്തിനു ലഭിച്ചിട്ടുണ്ട്. അവയിൽ പ്രധാനപ്പെട്ട ഒന്നാണ് 'വിക്ക്.' സംസ്കാരവൈകല്യത്തെയാണ് വിക്ക് എന്ന പദംകൊണ്ടർത്ഥമാക്കുന്നത്. ജന്മനാൽതന്നെ വികലനായവരാണ്. അവരുടേതിലും വികലന്റെ പിടിയിലകപ്പെട്ടവരാണ്. എന്നാൽ ചിലർക്കു മാനസികവും ശാരീരികവുമായ ചില സമ്മർദ്ദങ്ങളുടെ ഫലമായി സംസാരത്തിനിടയിൽ വിക്ക് വരുന്നുണ്ട്. ചൊതുരവി വികലനെ സമൂഹം ഒരു സംസാരവൈകല്യമായിട്ടാണ് കണക്കാക്കിവരുന്നത്. ഇ.എം.എസ്. നമ്പൂതിരിപ്പാടിന്റെ വിക്ക് എന്ന പ്രശസ്തമാക്കിയിരുന്നു. പ്രസംഗിക്കുമ്പോഴും സംസാരിക്കുമ്പോഴും അദ്ദേഹത്തിനു വികലനായിരുന്നു. താങ്കൾക്കെപ്പോഴും വികലനേക്കാ എന്ന പദപ്രവർത്തകന്റെ ചോദ്യത്തിന് ഇല്ല സംസാരിക്കുമ്പോൾ മാത്രം എന്ന് നർമ്മമധുരമായി ഇ.എം.എസ്. മറുപടി പറഞ്ഞതും സ്മരണീയമാണ്. വിക്ക് ഒഴിവാക്കാൻ നൂതനങ്ങളായ ചികിത്സാപദ്ധതികൾ ഇന്നു നിലവിലുണ്ട്. തടസ്സങ്ങളില്ലാതെ ആശയവിനിമയം നടത്താനുള്ള മനുഷ്യന്റെ ആഗ്രഹത്തിനു തടസ്സമാവുന്ന വൈകല്യമായി നീക്കിനെ നേരക്കിടക്കാനുപയോഗിക്കാൻ തീരുത്തുന്ന ഒരു കവിതയാണ് 'വിക്ക്.' വിക്ക് വരുന്ന സന്ദർഭത്തിലാണ് ഇ.എം.എസ്. അടുത്ത ആശയത്തെക്കുറിച്ച് ചിന്തിക്കുന്നത് എന്ന് നിരീക്ഷണവും ചിലർ നടത്തിയിട്ടുണ്ട്. സച്ചിദാനന്ദന്റെ ഭാഷ്യപ്രകാരം വിക്ക് വൈകല്യമല്ല. അദ്ദേഹത്തിന്റെ നിരീക്ഷണം ശ്രദ്ധിക്കുക:

"വിക്ക് വൈകല്യമല്ല,  
ഒരു സംസാരരീതിയാണ്,  
വാക്കിനും അർത്ഥത്തിനുമിടയ്ക്കുവരുന്ന  
ചില മാനങ്ങളെയാണ്  
നാം വികലെന്നു വിളിക്കുന്നത്."

വികലനെ വൈകല്യമായിട്ടല്ല, ഒരു സവിശേഷസംസാരരീതിയായിട്ടാണ് കവി നോക്കിക്കൊണ്ടുന്നത്. വാക്കിനും അർത്ഥത്തിനുമിടയ്ക്കു വന്നുപോകുന്ന മാനത്തെ നാം വികലെന്നു വിളിച്ചുപോകുന്നതായി സച്ചിദാനന്ദൻ നിരീക്ഷിക്കുന്നു. ആശയവിനിമയത്തിന്റെ ഒരുതരം ഉപാധിയായി മാനത്തെ കവി ചിത്രീകരിക്കുന്നു. തികച്ചും പുതുമയാർന്ന ഈ നിരീക്ഷണത്തിന്റെ വിശദീകരണമാണ് ഒരർത്ഥത്തിൽ ഈ ചെറുകവിത. വാക്കിനും പ്രവൃത്തിക്കുമിടയിലുള്ള മാനങ്ങളെ മുറഞ്ഞെന്നു വിളിക്കുന്നതിനു തുല്യമാണ് കവിഭാഷ്യപ്രകാരം വാക്കിനും അർത്ഥത്തിനുമിടയിലുള്ള മാനങ്ങളെ വികലെന്നു വിളിക്കുന്നത്. ഭാഷയ്ക്കു മുൻപാണോ ഭാഷയ്ക്കുശേഷമാണോ വിക്ക് ജനിച്ചതെന്ന ചോദ്യവും കവി ഉന്നയിക്കുന്നുണ്ട്. ഭാഷയുടെ ഒരു പ്രാദേശികവ്യതിയാനമാണോ അതോ സ്വയം ഒരു ഭാഷതന്നെയാണോ വികലനെ ചോദ്യവും ഇതോടൊപ്പം തൊടുത്തുവിടുന്നുണ്ട് കവി. ഈ ചോദ്യങ്ങൾക്കു മുന്നിൽ പുകഴ്ചെറ്റ ഭാഷാശാസ്ത്രജ്ഞർ വികലനതായും നർമ്മകലർത്തിക്കൊണ്ട് കവി സൂചിപ്പിക്കുന്നുണ്ട്. വികലനാവുമ്പോൾ എന്താണു സംഭവിക്കുന്നത്? കവിയുടെ ഉത്തരം എന്തെ ചിന്താദീപകമാണ്.

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# School of Distance Education

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UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034



REGISTRAR  
IN-CHARGE



**M. A.**

**English Language and Literature**

**Semester I**



**DIRECTOR**  
School of Distance Education  
University of Kerala, Karivattom  
Thiruvananthapuram - 695 581

**Course I - Chaucer to the Elizabethan Age**

*School of Distance Education*  
*University of Kerala,*  
*Palayam*  
*Thiruvananthapuram - 695034*

## **M A English Language and Literature**

### **Semester I**

#### **Lessons prepared by:**

- |  |   |
|--|---|
| 1. Prologue to the Canterbury Tales        | Prof. Santhakumari & Dr. P. P. Ajayakumar |
| 2. Metaphysical poets                      | Prof. K. S. Kammath                       |
| 3. Prothalamion                            | Prof. Santhakumari                        |
| 4. Bacon's Essays                          | Prof. V. K. Moothathu                     |
| 5. <i>Utopia</i>                           | Prof. G. S. Ramakrishanan                 |
| 6. Christopher Marlowe: <i>Dr. Faustus</i> | Prof. Elsamma Joseph                      |
| 7. <i>The Spanish Tragedy</i>              | Prof. E. C. Antony                        |
| 8. Philip Sidney: Apology for Poetry       | Dr. P. P. Ajayakumar                      |
| 9. Sir Patric Spens                        | Dr. P. P. Ajayakumar                      |

#### **Course I—Chaucer to the Elizabethan Age**

#### **Edited By:**

Dr. P. P. Ajayakumar  
Professor & Coordinator for English, SDE

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**SCHOOL OF DISTANCE EDUCATION**



**FIRST  
DEGREE  
PROGRAMME**

**BLISc**

**Semester : II  
Course Code : LISB 46**

**Information  
Technology (Theory)**

**UNIVERSITY OF KERALA**  
Senate House Campus  
Palayam, Thiruvananthapuram

***School of Distance Education***

University of Kerala  
Kariavattom,  
Thiruvananthapuram

**Bachelor of Library and  
Information Science (BLISc)  
Semester II  
LISB 46  
Information Technology (Theory)**

Prepared by:

**Prof. (Dr.) A. Gopikuttan**  
Former Head,  
Dept. of Library and Information Science,  
University of Kerala.



Revised and Edited by:

**Dr. Mohana Kumar T.**  
Lecturer and Course Co-ordinator,  
Library and Information Science,  
School of Distance Education,  
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## Module I

**Unit 1** Introduction to Information Technology : Components and application

**Unit 2** Computers: Types, Computer hard ware - Input devices, Output devices, CPU, Secondary storage devices

## Module II

**Unit 3** Computers software: Operating systems - Windows, Linux. Programming languages, Low level language, High level language

**Unit 4** Application software (General study): Word processing software - M.S. word, LibreOffice Writer., Database Management Software - ACCESS, LibreOffice Base. CDS/ISIS, and WIN/ISIS  
Spread sheet software – Excel, LibreOffice Calc. Software for presentation: Microsoft Power point, LibreOffice Impress

## Module III

**Unit 5** Telecommunications: Transmission media, Bounded media and unbounded media, Satellites, VSAT, Network, LAN, WAN Internet Basics, Web-tools, Web-based Services

**Unit 6** Library Automation: History of Library automation,. Application of computers to Library and Information field, Need Library and Information, Areas of application. House Keeping Operation, Information storage and retrieval.

## PROGRAMMES OFFERED BY SDE

- B.A. Economics
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**FIRST  
DEGREE  
PROGRAMME**

**B.B.A.**

**Semester : I  
Course Code : BM-1142**

# **Managerial Economics**

**UNIVERSITY OF KERALA**  
Kariavattom Campus  
Thiruvananthapuram

**School of Distance Education**

University of Kerala

Kariavattom

Thiruvananthapuram

**Bachelor of Business Administration (BBA)****Semester - I****Course Code : BM 1142****MANAGERIAL ECONOMICS**

Prepared and Edited by

Dr. B. SHAJI

Coordinator (BBA), SDE

School of Distance Education

University of Kerala



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REGISTRAR  
IN-CHARGE

**MANAGERIAL ECONOMICS**

No. of Credits: 4

No. of instructional Hours: 4 per week

**Course Objectives:** To impart the basic concepts of Economics and provide the application of economics principles in business decision making. Also aims to create awareness on the micro and macro economic environment.

**Module 1**

Meaning and concept of Managerial Economics – Role of Managerial Economist in Business decision making - Demand Analysis – Demand curve and Demand function –Laws of demand- Elasticity of demand and its estimation – Demand forecasting and its methods (15 hrs)

**Module 2**

Production and cost of production – Production function – Cost and output relationship- Cost function in the short run and in the long run- cost concepts- Practical applications of cost functions and- Cost volume Profit analysis- Economies of scale – Scope- Economies and diseconomies of production, Business cycle and its implications (15hrs)

**Module 3**

Market structure and pricing – Perfect – Monopolistic- Monopoly-Oligopoly-Cartel- Types of cartel- Limit Price Theories of J.S Bain, Sylos-Labni, Behavioral model of Cyrit and March – Managerial theories of firm, Baumol's Sales Revenue Maximisation, O. Williamson's Model on Managerial Enterprise-Marri's Model of balanced growth –profit volume analysis-Break even analysis-implications (15 hrs)

## Module 4

Basic concepts of National Income – GDP, GNP, NNP,- per capita income – Economy Growth Rate – Methods of estimating National Income – Current- Constant Price – Problems of National Income estimation in India – Role of NSSO and CSO (12 hrs)

Budget and Basic concepts-Plan and non-plan expenditure- Fiscal deficit- Revenue deficit- Inflation and types-Bank rate, SLR,CRR, Repo, reverse repo, open Market operation-Qualitative credit control- Exchange Rate Management-Monetary, fiscal policies and practices in India – Quantity theories of money- Fischer – Keynes- Friedman- Tobin (15hrs)

### Books Recommended:

1. Yogesh Maheswari, Managerial Economics (Second Edn.)–, Printice-Hall of India Pvt. Limited, New Delhi,2006.
2. Paul A. Samuelson and William D. Nordhaus, Economics (8<sup>th</sup> Edn.) , Tata McGraw-Hill Publishing Company Limited, New Delhi.2007
3. G.S. Maddala and Ellen Miller, Microeconomics-Theory and Applications , McGraw-Hill Publishing Company Limited, New Delhi
4. M. Maria John Kennedy, Principles of Macroeconomics, C. Rangarajan and B. H. Dholakia McGraw-Hill Education Private Limited, New Delhi. 38<sup>th</sup> Reprint,2012
5. Money, Banking, International Trade and Public Finance – D.M. Mithani, Himalaya Publishing House,2007.



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**FIRST  
DEGREE  
PROGRAMME**

**B.Com.**

**Semester : VI  
Course Code : CO 1661.1**

**Income Tax Law  
& Accounts**

**UNIVERSITY OF KERALA**  
Senate House Campus  
Palayam, Thiruvananthapuram

# School of Distance Education

UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

Phone: 0471-2300137

## B.Com Semester - VI

  
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Thiruvananthapuram - 695 581

**Course Code: CO 1661.1**

**Income Tax Law and Accounts**



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*School of Distance Education,  
University of Kerala,  
Kariavattom, Thiruvananthapuram.*

**B. Com.**

**Semester - VI**

**Course Code: CO 1661.1**

**Income Tax Law and Accounts**

*Prepared by:*

**Dr. Suresh Kumar K. S.  
Professor,  
SDE, University of Kerala.**

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Kup 921/2020-21

## Syllabus

### CO 1661.1 – INCOME TAX LAW AND ACCOUNTS

*No. of instructional hours per week: 5*

*No. of Credits: 4*

**Aim of the Course:** To equip the students with the practical skill and knowledge of Income Tax Law and Accounts.

**Course Objective:**

1. To enable the students to understand the provisions of Income Tax for computing Total Income and Tax Liability of various persons.
2. To familiarize the students with the procedure of income tax assessment.

**Module I: - Computation of total Income** – Heads of income ( Review with practical problems from Profits and Gains of Business or Profession, Depreciation, Capital Gain and Income from Other Sources) – Deductions from Gross Total Income – Total Income.

**Module II** Assessment of Individual, Firms, AOP/BOI

**Module III** Assessment of Company and Co-operative Society

**Module IV** Income Tax Authorities and Their Powers – General powers- Specific powers of Authorities

**Module V** Assessment Procedure – Types of Return – Due date – Procedure for E-Filing of Return – PAN – TAN – Types of Assessment

**Books Recommended:**

1. Mehrotra H.C and Goyal S.P. *Income Tax- Law and Practices*, Sahitya Bhavan Publications, Agra.
2. Vinod K. Singhania and Kapil Singhania. *Direct Taxes- Law and Practice*, Taxmann Publications Pvt. Ltd., New Delhi.

3. Gaur V.P and Narang D.B. *Income Tax- Law and Practice*, Kalyani Publications, New Delhi.
4. Lal B.B. *Income Tax – Law and Practice*, Konark Publishers Pvt.Ltd., New Delhi.
5. Mahesh Chandra, Goyal S.P and Shukla D.C. *Income Tax – Law and Practice*, Pragati Publications, New Delhi

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## Bachelor of Computer Application (BCA)

### Semester VI

Course Code: CP 1642



## Object Oriented Analysis and Design



School of Distance Education  
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**Bachelor of Computer Application**  
**Semester VI**  
**Course Code: CP1642**  
**Object Oriented Analysis and Design**

Prepared by:

**Arya S.V.**  
Lecturer in Computer Science  
School of Distance Education

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Kup 986/2019-20

## **MODULE I**

### **UNIT – 1**

#### **OBJECT ORIENTED CONCEPTS**

- 1.1 Introduction
- 1.2 Objectives
- 1.3 Object
- 1.4 Class
- 1.5 Defining a class
- 1.6 Comparison between Algorithmic Decomposition and Object Oriented Decomposition
- 1.7 Summary
- 1.8 Model questions
- 1.9 Bibliography

### **UNIT – 2**

#### **OBJECT ORIENTED THEMES**

- 2.1 Introduction
- 2.2 Objectives
- 2.3 Abstraction
- 2.4 Encapsulation
- 2.5 Inheritance
- 2.6 Polymorphism.
- 2.7 Summary
- 2.8 Model questions
- 2.9 Bibliography

## **MODULE II**

### **UNIT – 3**

#### **UNIFIED MODELING LANGUAGE**

- 3.1 Introduction
- 3.2 Objectives

- 3.3 Concept of Unified Modeling Language
- 3.4 Object Oriented Analysis and Design using UML
  - 3.4.1 Things
    - 3.4.1.1 Structural Things
    - 3.4.1.2 Behavioral things
    - 3.4.1.3 Grouping things
    - 3.4.1.4 Annotational things
  - 3.4.2 Relationships
    - 3.4.2.1 Dependency
    - 3.4.2.2 Association
    - 3.4.2.3 Generalization
    - 3.4.2.4 Realization
  - 3.4.3 Design
    - 3.4.3.1 Class diagram
    - 3.4.3.2 Use case diagram
    - 3.4.3.3 Behavior Diagram
    - 3.4.3.4 Implementation diagram
- 3.5 Summary
- 3.6 Model questions
- 3.7 Bibliography

## UNIT – 4

### UML DIAGRAMS

- 4.1 Introduction
- 4.2 Objectives
- 4.3 Class Diagram
- 4.4 Representing various features of a class
- 4.5 Messages
- 4.6 Usecase diagram
- 4.7 Identifying usecases

- 4.8 Examples of usecases
- 4.9 Summary
- 4.10 Further reading
- 4.11 Model questions
- 4.12 Bibliography

## **MODULE III**

### **UNIT – 5**

## **INTERACTION DIAGRAM**

- 5.1 Introduction
- 5.2 Objectives
- 5.3 Sequence Diagram
- 5.4 Examples of Sequence Diagram
- 5.5 Elements of a Sequence Diagram
- 5.6 System level and Service level diagrams
- 5.7 Benefits of Sequence Diagram
- 5.8 Collaboration Diagram
- 5.9 Elements of a Collaboration Diagram
- 5.10 Examples of Collaboration Diagram
- 5.11 Summary
- 5.12 Further reading
- 5.13 Model questions
- 5.14 Bibliography

## **MODULE IV**

### **UNIT – 6**

## **UML ACTIVITY AND STATE CHART DIAGRAM**

- 6.1 Introduction
- 6.2 Objectives
- 6.3 Activity Diagram

- 6.4 Elements of Activity Diagram
- 6.5 State Chart Diagram
- 6.6 Elements of State Chart Diagram
- 6.7 Summary
- 6.8 Model questions
- 6.9 Bibliography

## UNIT – 7

### **IMPLEMENTATION DIAGRAM**

- 7.1 Introduction
- 7.2 Objectives
- 7.3 Component Diagram
- 7.4 Modelling interfaces
- 7.5 Examples of Component Diagram
- 7.6 Deployment Diagram
- 7.7 Elements of Deployment Diagram
- 7.8 Examples of Deployment Diagram
- 7.9 Summary
- 7.10 Model questions
- 7.11 Bibliography

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# School of Distance Education

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UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

Phone: 0471-2300137

## First Semester

**Course Title: Introduction to IT**

  
DIRECTOR  
School of Distance Education  
University of Kerala, Kariavattom,  
Thiruvananthapuram - 695 591



REGISTRAR  
IN CHARGE

**B.Sc. Computer Science/Bachelor of Computer Application (BCA)  
CS1121 /CP 1121**



*Introduction to IT*

School of Distance Education  
University of Kerala  
Palayam  
Thiruvananthapuram

**B.Sc. Computer Science / BCA**

**Semester – 1**

**Introduction to IT**

*Prepared by:*

Liji I. H.  
Lecturer in Computer Science  
School of Distance Education

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## **Syllabus**

**Module–I:Computer characteristics:** Speed, storage, accuracy, diligence; Digital signals, Binary System, ASCII; Historic Evolution of Computers; Classification of computers: Microcomputer, Minicomputer, mainframes, Supercomputers; Personal computers: Desktop, Laptops, Palmtop, Tablet PC; Hardware & Software; Von Neumann model.

**Module–II: Hardware:** CPU, Memory, Input devices, output devices. Memory units:

RAM(SDRAM, DDR RAM, RDRAM etc. feature wise comparison only); ROM-different types: Flash memory; Auxiliary storage: Magnetic devices, Optical Devices; Floppy, Hard disk, Memory stick, CD, DVD, CD-Writer; Input devices - keyboard, mouse, scanner, speech input devices, digital camera, Touch screen, Joystick, Optical readers, bar code reader; Output devices: Display device, size and resolution; CRT, LCD; Printers: Dot-matrix, Inkjet, Laser; Plotters, Sound cards & speaker.

**Module-III: Software-** System software, Application software; concepts of files and folders, Introduction to Operating systems, Different types of operating systems: single user, multitasking, time-sharing multi-user; Booting, POST; Basic features of two GUI operating systems: Windows &Linux (Basic desk top management); Programming Languages, Compiler, Interpreter, Databases; Application softwares: Generic Features of Word processors, Spreadsheets and Presentation softwares; Generic Introduction to Latex for scientific typesetting; Utilities and their use; Computer Viruses & Protection, Free software, open source.

**Module–IV: Computer Networks-** Connecting computers, Requirements for a network: Server, Workstation, switch, router, network operating systems; Internet: brief history, World Wide Web, Websites, URL, browsers, search engines, search tips; Internet connections: ISP, Dial-up, cable modem, WLL, DSL, leased line; email, email software features (send receive, filter, attach, forward, copy, blind copy); characteristics of web-based systems, Web pages, introduction to HTML.



**Unit 1**  
**Introduction to Computer**

**Contents**

Introduction

Objectives

Introduction to Computer

Characteristics of computer

Digital Signals

Binary System

ASCII

Historic Evolution of Computers

Generation of computer

Classification of computers

Hardware and Software

Von Neumann model

Conclusion

Model questions

References & Further reading

## **Unit 2**

### **Computer Hardware**

#### **Contents**

Introduction

Objectives

Introduction to computer hardware

Input devices

Output devices

Memory Unit

RAM

ROM

Flash memory

Auxiliary storage devices

Conclusion

Model Questions

References & Further reading

**Unit 3**

**Computer Software**

**Contents**

Introduction

Objectives

Introduction to computer software

Concepts of files and folders

Conclusion

Model questions

References & Further reading

**Unit 4**

**Introduction to Operating System**

**Contents**

Introduction

Objectives

Operating system-introduction

Types of operating system

Booting-Definition

Booting sequence

POST

Conclusion

Model Questions

References & Further reading

## **Unit 5**

### **GUI Operating Systems**

#### **Contents**

Introduction

Objectives

GUI operating systems-introduction

User interfaces

1. windows operating system
2. Linux operating system

Conclusion

Model Questions

References &Further reading

## **Unit 6**

## **PROGRAMMING LANGUAGES**

### **Contents**

Introduction

Objectives

Introduction to programming languages

Generation of programming languages

Types of programming languages

Difference between compiler and interpreter

Introduction to database

Conclusion

Model questions

References & Further reading

### **Unit 7**

## **Application Software Packages**

### **Contents**

Introduction

Objectives

Introduction to application software

Generic features of word processors

Generic features of spreadsheets

Features of presentation software

Introduction to Latex

Utility software

Computer virus

Free software

Open source software

Conclusion

Model questions

References & Further reading

## **Unit 8 Computer Network**

**Contents**

Introduction

Objectives

Introduction to computer network

Requirements for a network

Network operating systems

Conclusion

Model Questions

References & Further reading

**Unit 9**



## **Internet**

### **Contents**

Introduction

Objectives

History of internet

World Wide Web

URL

Web browser

Search engine

Internet Service Providers

E mail

Characteristics of web based systems

Web page

HTML

Conclusion

Model Questions

References & Further reading

## **Model Question Paper**

**First Semester B.Sc Degree Examination**

**Course Code: CS 1121/CP1121**

**INTRODUCTION TO IT**

Time :3Hours

Max.Marks:80

SECTION –A

Very short answer type

**One** word to maximum of **one** sentence. Answer **all** questions

**(10x1=10 Marks)**

- 1.Information means----- data.
- 2 ----- Consist of instructions that control the computers.
- 3.Booting means -----.
- 4.Which is the fastest storage element in a computer?
- 5.HTTP means -----.
- 6.What are optical readers?
7. Write the name of a Free Operating System.
- 8.What is an internet browser?
- 9.What is Sound card?
- 10.What is RDRAM?

SECTION B

Short Answer

Answer **any 8** of the following.(**not** to exceed **one paragraph**)

(8x2=16 Marks)

- 11.What was the contribution of John Von Neumann to the field of computing?
- 12.What is digital signals?
- 13.How is EPROM different from PROM?
- 14.Define Database.

(P.T.O)

## *Introduction to IT*

15. What is a CRT monitor.
16. What is the primary purpose of operating system?
17. What do you mean by 'search engines'? Give examples.
18. What is LAN?
19. What do you mean by open source?
20. Write a notes on digitizers.
21. What is mean by refresh rate of a monitor?
22. What is a router?

### SECTION- C

Short essay:

**Not** to exceed 120 words. Answer **any six** questions. **Each** Question carries **four** marks.

(6x4=24 Marks)

23. Discuss the characteristics of computers.
24. Differentiate between main memory and secondary storages.
25. Write a brief notes on WWW.
26. Compare CRT and LCD monitors.
27. Write a note on features of email software.
28. Explain different types of internet connections.
29. Discuss the use of Latex.
30. Compare CRT and LCD monitors.
31. What are Super Computers? Give an example.

### SECTION-D

Long essay:

Answer **any two** questions .Each question carries **15** marks.

(2x15=30 Marks)

32. Illustrate the application of computers in any five fields.

## *Introduction to IT*

33. Write a notes on:

a)internet connections

b)Application Software.

c)E-mail software features.

34. Discuss various Output devices and Input devices.

35.Discuss the classification of operating system in detail.



**FIRST  
DEGREE  
PROGRAMME**

**B.Sc.**

**MATHEMATICS**

**Semester : III  
Course Code : MM 1341**

**Algebra and Calculus - I**

**UNIVERSITY OF KERALA**  
Senate House Campus  
Palayam, Thiruvananthapuram

*School of Distance Education*  
*University of Kerala,*  
*Palayam*  
*Thiruvananthapuram - 695034*

**B. Sc. Mathematics**  
**Semester - III**  
**Course Code: MM 1341 Core - III**

**Algebra and Calculus - I**

**Written and Edited By:**

Dr. K. S. Zeenath  
Director,  
SDE, University of Kerala.

Dr. K. Karunakaran  
Co-ordinator, SDE, University of Kerala.

  
DIRECTOR  
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University of Kerala, Kariyavattom,  
Thiruvananthapuram - 695 034

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University of Kerala

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**Semester III**  
**Algebra and Calculus I**

Code: MM 1341

Instructional hours per week: 5

No. of credits: 4

**Module I - Algebra**

Text : Lindsay N. Childs, A Concrete Introduction to Higher Algebra, Second Edition, Springer

Continuing the discussion on number theory in the first two semesters, here we make first contact with the part of mathematics currently called Abstract Algebra. It is based on parts of Chapters 8, 9, and 12 of the text.

Contrary to the usual stand-alone courses on abstract algebra, we introduce rings before groups, since the former arise naturally as generalizations of number systems. Sections A and B of Chapter 8, (including the problems) are to be discussed in full. In section C, the definition of characteristic and the rest of the portions need not be discussed. More examples of rings and exercises on homomorphism can be given to get a clear idea of the concepts.

Next comes a discussion on the units of the ring of congruence classes leading to the definition of an abstract group and then the group of units of an abstract ring, as in Section E and Section F of Chapter 9. This culminates in the Abstract Fermat's Theorem, as in Section E. The proofs of generalized associativity or generalized commutativity need not be discussed. But the fact that a set  $G$  with an associative multiplication is a group, if it either has the identity and inverse properties or has the cancellation and solvability properties has to be proved (see T. W. Hungerford, Algebra). The exponent of an Abelian group, as in Section 9F also has to be discussed. As an illustration of the interplay between number theory and abstract algebra, we consider the The Chinese Remainder Theorem, as in Section A of Chapter 12. Only the first part and the problems E1, E2, E3 and E4 of this section need be discussed. The alternate method of reducing all the congruences to one need not be considered. As another application, the multiplicative property of the  $\phi$  function discussed earlier must be redone (Corollary 3 of Section C). The square roots of 1 modulo some integer, as in Section C of Chapter 12 must also be discussed.

**References:**

1. J B Fraleigh, A First Course in Abstract Algebra, Narosa Publications
2. I N Herstein, Topics in Algebra, Vikas Publications
3. J A Gallian, Contemporary Abstract Algebra, Narosa Publications
4. D A R Wallace, Groups, Rings and Fields, Springer
5. Jones and Jones, Number Theory, Springer

## Module 2 - Analytic Geometry

Text : Howard Anton, et al, Calculus, Seventh Edition, John Wiley

In this part of the course, we consider equations of surfaces and curves in three dimensions. It is based on Chapter 12 of the text.

Students have had an introduction to analytic geometry in three dimensions, such as the equations to planes and lines, and to vectors in their Higher Secondary Classes. These must be reviewed with more illustrations. Here the aid of a plotting software becomes essential. The Free Software Gnuplot mentioned earlier has such 3d capabilities. (see also <http://mathworld.wolfram.com/topics/Surfaces.html>)

After discussing spheres and cylindrical surfaces as in Section 12.1, We pass on to a discussion of vectors, as in Section 12.2. The physical origins of the concept must be emphasized as in the subsection, vectors in physics and engineering. The definition of vector addition can be motivated by the discussion given in the subsection, resultant of concurrent forces which may be familiar to students from their high school physics. All the sections of the chapter are to be discussed in the same spirit, emphasizing both the physical and geometrical interpretations.

## Module 3 - Calculus

Text : Howard Anton, et al, Calculus, Seventh Edition, John Wiley

Here we extend the operations of differentiation and integration to vector valued functions of a real variable, based on Chapter 13 of the text.

All sections of this Chapter must be discussed, with emphasis on geometry and physics, as in the text. The problems given in various exercise sets should be an essential part of the course. Exercises 17 (a) and 17 (b) of Exercise Set 13.5 on curvature of plane curves and some of its applications in the subsequent exercises must be discussed in detail.

### References:

1. James Stewart, Essential Calculus, Thompson Publications, 2007.
2. Thomas and Finney, Calculus and Analytic Geometry, Ninth Edition, Addison-Wesley.
3. S.Lang, A first Calculus, Springer. Distribution of instructional hours:

Module 1: 36 hours; Module 2: 27 hours; Module 3: 27 hours



# MODULE I

## ALGEBRA

### UNIT I

#### CONTENT

- 1.1 Introduction
- 1.2 Objectives
- 1.3 Rings and Fields
  - 1.3.1 Rings
  - 1.3.2  $\mathbb{Z}/m\mathbb{Z}$
  - 1.3.3 Homomorphism
- 1.4 Do you know?
- 1.5 Check your progress
- 1.6 Recap
- 1.7 Activity
- 1.8 Check your answers

## PROGRAMMES OFFERED BY SDE

- B.A. Economics
- B.A. English
- B.A. History
- B.A. Malayalam
- B.A. Political Science
- B.A. Sociology
- B.Sc. (Computer Science)
- B.Sc. Mathematics
- Bachelor of Computer Application (BCA)
- B.Com
- BLISc.
- M.A. Economics
- M.A. English
- M.A. Hindi
- M.A. History
- M.A. Malayalam
- M.A. Political Science
- M.A. Public Administration
- M.A. Sociology
- M. Sc. Computer Science
- M. Sc. Mathematics
- M.Com-Finance
- MLISc.

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# School of Distance Education

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UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

Phone: 0471-2300137

## First Degree Programme

**B. A.**

**SOCIOLOGY**

**First Semester**



**SG 1141**

**Introduction to Social Sciences**

**Module : I – IV**

*School of Distance Education  
University of Kerala  
Palayam  
Thiruvananthapuram*

**Self-Learning Material (SLM)  
B A SOCIOLOGY  
Semester I**

**SG 1141 INTRODUCTION TO SOCIAL SCIENCES**

*Prepared and edited by:*

Ms. Anavadya M T  
(Course Co- Ordinator)  
Lecturer in sociology  
School of Distance Education  
University of Kerala

Dr. Asha. V  
Professor of Sociology  
School of Distance Education  
University of Kerala

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Kup 204/2017-18 1000

# Syllabus

## SG 1141 INTRODUCTION TO SOCIAL SCIENCES

### Aim of the Course

The course intends to familiarize the students with the emergence of Sociology as a discipline, key sociological concepts and the significance of sociology

### Objectives:

- Develop an understanding of historical roots of Social Science
- To create an awareness on the various concepts of sociology and its methods.
- To identify the relevance of Sociology as a discipline and its application

### MODULE I: Social Science and its Methods

Social science – Social world seen through the lens of science , Steps in scientific methods and its applications, The method of social science, Common sense in social sciences, Objectivity – Problem of objectivity in Social Sciences.

### MODULE II: Historical Roots of Social Sciences and Sociology

Socio-Political Background of Sociology-Period of Renaissance, Enlightenment, from philosophy to social science, Basic epistemology of Social Sciences. Emergence of Sociology as a Discipline, Sociology and its relation with other sciences- Anthropology, Economics, Political Science, History, Psychology and Law

### MODULE III: Introduction to Sociology

Sociology – definition, aims, subject matter and scope. Basic concepts Society, Community, Association, Institutions, Social groups, Status and role, Culture, Social control, Social change, Structure and function, Norms and values.

### MODULE IV: Significance of Sociology in contemporary society

Applied Sociology, Sociology and social problems, Sociology and social policy sociology and development, Public Sociology

## MODULE – I

### SOCIAL SCIENCE AND ITS METHODS

#### Unit - 1

#### Contents

Introduction

Objectives

The social science - *Social world seen through the lens of science*

Steps in scientific methods and its applications

The method of social science

Common sense in social sciences

Objectivity – problems of objectivity

Conclusion

Reference and Further readings

Self check questions

I.1.11Space for note

## Module - II

### HISTORICAL ROOTS OF SOCIAL SCIENCES AND SOCIOLOGY

#### Unit - 1

#### Contents

Introduction

Objectives

Socio – political background of sociology

Period of renaissance

The scientific revolutionary

Period of enlightenment

Emergence of sociology from philosophy

Social thoughts

Intellectual roots of social thought

The concept of new social science

Need for a new social science

Stages of the development of sociology

Basic epistemology of social sciences

Emergence of sociology as a discipline

Sociology and its relation with other social sciences

Sociology and history

Sociology and political sciences

Sociology and anthropology

Sociology and psychology

Sociology and economics

Sociology and law

II. 1.8 Conclusion

Reference and further readings

Self check questions

II. 1.11Space for note

## **Module – III**

### **INTRODUCTION TO SOCIOLOGY**

#### **Unit 1**

#### **CONTENTS**

Introduction

Objectives

Sociology as the science of society

Subject matter of sociology

Scope of sociology

Conclusion III.1.7Self

check questions

Reference and Further readings

Space for note



## **Module III**

### **UNIT 2**

#### **BASIC CONCEPTS OF SOCIOLOGY**

##### **Contents**

Introduction

Objectives

III.2.3 Society

III.2.4 Community

III.2.5 Institution

III.2.6 Association

Social group

Structure and function

Status and role

Culture

Social change

III.2.12 Social control

Norms and values

Conclusion

Self check questions

Reference & Further readings

Space for note

## **Module – IV**

### **SIGNIFICANCE OF SOCIOLOGY IN CONTEMPORARY SOCIETY**

#### **Unit - 1**

##### **Contents**

IV. 1.1 Introduction

IV. 1.2 objectives

IV.1.3 Applied sociology

IV. 1.4 Sociology and social problems

IV. 1.5 Sociology and social policy

IV. 1.6 Sociology and development

IV. 1.7 Public sociology

IV. 1.8 Conclusion

IV. 1.9 Reference and further readings

IV. 1.10 Self check questions

IV. 1.11Space for note



**FIRST  
DEGREE  
PROGRAMME**

**B.A.**

**Political Science**

**Semester : VI  
Course Code : PS 1642**

**State and Society  
in Kerala**

**UNIVERSITY OF KERALA**  
Senate House Campus  
Palayam, Thiruvananthapuram

*School of Distance Education,  
University of Kerala,  
Palayam, Thiruvananthapuram.*

**B. A. Political Science**

**Semester - VI**

**Course Code: PS 1642**

**Core Course: XII**

**State and Society in Kerala**

  
**DIRECTOR**  
School of Distance Education  
University of Kerala, Kariavattam  
Thiruvananthapuram - 695 581

**Prepared by**

Dr. Rose Mary George  
Assistant Professor of Political Science  
School of Distance Education  
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Kup 908/2020-21

**SYLLABUS****CORE COURSE XII****PS 1642: STATE AND SOCIETY IN KERALA**

**Aim:** The course is intended to provide a comprehensive analysis of the socio-political structure of Kerala.

**Objectives**

1. To familiarize the students with the society and state structure of Kerala.
2. To make a detailed analysis of the socio-political evolution of the state of Kerala.
3. To equip with the students skills in analyzing key issues in Kerala politics and society.

**Module I****Unit 1**

Colonial Capitalism and the Early Social Transformation

**Unit 2**

Social Reform Movements

**Unit 3**

Peasants and Working Class Movements

**Module II****Unit 4**

Political Activism in Travancore, Kochi and Malabar

**Unit 5**

Political Parties, Electoral Politics and Coalitions

**Unit 6**

Trade Unionism, Pressure Groups

**Module III****Unit 7**

Social Injustice and Caste-based Assertions

Communalisation of the Secular Space

Emergence of Fundamentalist Organisations and the Response of the State

**Unit 8**

Reasons for the Industrial and Agricultural Backwardness

Kerala Model of Development: Strengths and Limitations

Globalization and the Kerala Society

**Unit 9**

Bureaucracy and Governance in Kerala

Decentralization and Development

**Unit 10**

Women's Movement, Dalit Movements and Environmental Movements in Kerala

## PROGRAMMES OFFERED BY SDE

- B.A. Economics
- B.A. English
- B.A. History
- B.A. Malayalam
- B.A. Political Science
- B.A. Sociology
- B.Sc. (Computer Science)
- B.Sc. Mathematics
- Bachelor of Computer Application (BCA)
- B.Com
- BLISc.
- M.A. Economics
- M.A. English
- M.A. Hindi
- M.A. History
- M.A. Malayalam
- M.A. Political Science
- M.A. Public Administration
- M.A. Sociology
- M. Sc. Computer Science
- M. Sc. Mathematics
- M.Com-Finance
- MLISc.

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**FIRST  
DEGREE  
PROGRAMME**

**B.A.  
HISTORY**

**Semester : III  
Course Code : HY 1341**

**Evolution of Early Indian  
Society and Culture**

**UNIVERSITY OF KERALA**  
Senate House Campus  
Palayam, Thiruvananthapuram



**School of Distance Education**

University of Kerala

Palayam,

Thiruvananthapuram – 695034

**B. A. HISTORY**

**SEMESTER III**

**HY1341**

**EVOLUTION OF EARLY INDIAN SOCIETY AND CULTURE**

*Prepared and edited by*

**Dr. Shaji A.**

Associate Professor of History

School of Distance Education

University of Kerala,

Thiruvananthapuram.

  
**DIRECTOR**  
School of Distance Education  
University of Kerala, Kariyattom  
Thiruvananthapuram - 695 581

  
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Printed at: University Press, University of Kerala

## Syllabus

### HY1341 Core III-

## EVOLUTION OF EARLY INDIAN SOCIETY AND CULTURE

### Aims and Objectives

- To analyze the salient Features of Prehistoric and Proto Historic Culture in India
- To Trace the evolution of India Culture with special reference to the society and polity of Ancient period
- To familiarize the students with the heritage of India

### Module 1

Pre Historic and Proto Historic Cultures in India Location and Chronology of Early Stone Age Cultures-Paleolithic Period-Neolithic Revolution-Chalcolithic Culture- Transition to Metal Age

### Module 2

Bronze Age Culture in India Harappan Culture- Settlement Patterns and Town Planning-Agrarian Base- Technology- Craft -trade-Decline

### Module 3

Vedic Period Early Vedic Period-Social Stratification and Economy- Later Vedic Phase- Second Urbanization- Heterodox Religions-Jainism and Buddhism-Mauryan State and Society

### Module 4

Cultural Contribution of the Guptas Contribution of Guptas to Indian Culture-Social Changes in the Post Gupta Period Religious Movements-Vaishnavism, Saivism Transmission of Knowledge-Secular and Religious

### Module 5

Development of Culture in South India- Megalithic Background  
Megalithic Background- Sangam Age-Formation of Tamil Society- Trade with Roman Empire-The Tamil Bhakti Movement

### Essential Readings

1. Rajesh Kochar-*The Vedic People: Their History and Geography*, Orient Longman 2000
2. Stuart and Piggot-*Pre Historic India*, Pelican Books 1950
3. Bridget & Raymond Allchin-*The Rise of Civilization in India and Pakistan*, CUP 1982

4. A.L Basham(Ed)-*Cultural History of India*, OUP1975
5. A.L. Basham-*The Wonder that was India*, OUP 1953
6. D.N. Jha-*Economy and Society in Early India: Issues and Paradigms*, Munshiram Manoharlal Pub. New Delhi 1993
7. D. D. Kosambi-*An Introduction to the Study of Indian History*, Popular Books Depot, Mumbai1956
8. D. D. Kosambi-*The Culture and Civilization in Ancient India: A Historical Outline*, Routledge Kerganpaun, London 1965
9. R.S .Sharma-*Indian Feudalism*, McMillan 2005
10. Romaila Thaper-*Ancient Indian Social History: Some Interpretations*. Orient Longman,1978
11. Romaila Thaper- *From Lineage to State*, OUP 1985
12. Romaila Thaper-*History of India Vol.1*, Penguin Books, 1966
13. Romaila Thaper- *Asoka and the Decline of the Mauryas*, ISBN OUP 1998
14. Irfan Habib-*Medieval India: Study of a Civilization*. NBT 2008
15. K.A Neelakanta Sasthri-*A History of South India*, Oxford Press New Delhi-1957
16. Kesavan Veluthat- *The Political Structure of Early Medieval South India* –OLM 1993
17. Sathish Chandra- *Medieval India*, OLM 2007
18. N. Subhrahmanyam- *Sangham Polity*, Asia Publishing. House, Madras 1966

#### **Books for Reading**

1. Chempakalakshmi .R- *Trade Ideology and Urbanization in South India*
2. D.N. Jha- *Economy and Society in Early India*
3. R.C. Manjumdar- *Ancient India*
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**FIRST  
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School of Distance Education,  
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**B. A. Economics**

**Semester - VI**

**Course Code: EC 1644**

**International Economics**

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No. of Copies : 50

Printed at : University Press, Thiruvananthapuram

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*Sheeja*  
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**MODULE I****THEORIES OF INTERNATIONAL TRADE****Unit -1****Subject Matter of International Economics****Contents**

- 1.1 Introduction
- 1.2 Objectives
- 1.3 Subject matter of International Economics
- 1.4 Views of Physiocrats
- 1.5 Mercantilism
- 1.6 Let us Sum up
- 1.7 Self -Assessment Questions
- 1.8 References
- 1.9 Further Readings
- 1.10 Glossary

**1.1 Introduction**

International economics deals with economic interaction between nations. Such interactions include exchange of goods and services, movement of factors of production as well as competition and coordination among nations regarding various economic policies to regulate movement of goods, services and factors. In the present era of globalization, nations are increasingly integrated with the world economy than before. This has made the study of international economics all the more relevant and important.

**1.2 Objectives**

After reading this unit, you will be able to:

- > Identify the basic issues of international trade
- > Explain the basic principles of physiocracy

## Unit -2

**Classical Theories of International Trade****Contents**

- 2.1 Introduction
- 2.2 Objectives
- 2.3 Absolute advantage theory
- 2.4 Comparative Advantage Theory
- 2.5 Terms of Trade
- 2.6 Offer curves
- 2.7 Community Indifference Curve
- 2.8 Opportunity cost
- 2.9 Let us Sum up
- 2.10 Self -Assessment Questions
- 2.11 References
- 2.12 Further Readings
- 2.13 Glossary

**2.1 Introduction**

In the early history of international trade, exchange was primitive and simple. It was confined to basic goods like cloth, consumables like wine, factors of production such as raw materials and precious metals like gold and silver. However, over the years, exchange became more complex in nature. There are many theories of international trade. This unit discusses classical theories of international trade developed by Adam Smith and David Ricardo.

**2.2 Objectives**

After reading this unit you will be able to:

- Illustrate absolute advantage theory with the help of hypothetical examples
- Explain Comparative advantage theory developed by David Ricardo



**Unit -3****Modern Views on International Trade****Contents**

- 3.1 Introduction
- 3.2 Objectives
- 3.3 Heckscher -Ohlin theory
- 3.5 Leontief Paradox
- 3.6 Trade as an engine of growth
- 3.7 Import function of the Nation
- 3.8 Foreign Trade Multiplier
- 3.9 Let us Sum up
- 3.10 Self -Assessment Questions
- 3.11 References
- 3.12 Further Readings
- 3.13 Glossary

**3.1 Introduction**

The classical theories of international trade assume that labour is the only factor of production and trade arises only because of international differences in labour productivity. However, some other economists believed that trade arises due to differences in the availability of resources between countries. In this unit, we will discuss a model in which resource differences are the main source of trade.

**3.2 Objectives**

After reading this unit, you will be able to:

- 1) Critically evaluate Heckscher - Ohlin theorem
- 2) Explain Factor- price equalisation theorem
- 3) Explain Leontief Paradox
- 4) Illustrate Foreign trade multiplier

**MODULE -II**  
**BALANCE OF PAYMENTS**

**Unit -4**

**Balance of Payments**

**Contents**

- 4.1 Introduction
- 4.2 Objectives
- 4.3 Balance of Payments (BOP): Meaning and Definition
- 4.4 BOP Accounting framework
- 4.5 Components of BOP
- 4.6 Autonomous and Accommodating Flows
- 4.7 Disequilibrium in BOP
- 4.8 Causes of disequilibrium
- 4.7 Measures to correct disequilibrium
- 4.8 Automatic and deliberate Measures
- 4.9 Let us Sum up
- 4.10 Self-Assessment Questions
- 4.11 References
- 4.12 Further Readings
- 4.13 Glossary

**4.1 Introduction**

The balance of a country's foreign transactions and the accompanying issues of the exchange rate and reserves including gold or foreign currencies has long been a focus of interest for policy makers. The way in which policy makers view foreign transactions and the policies they have adopted have varied over time. This unit examines various aspects related to balance of payments.

**Unit -5****Devaluation****Contents**

- 5.1 Introduction
- 5.2 Objectives
- 5.3 Meaning of Devaluation
- 5.4 Devaluation: Elasticity Approach
- 5.5 Marshall- Lerner Condition
- 5.6 J Curve Effect
- 5.7 Absorption Approach
- 5.8 Let us Sum up
- 5.9 Self -Assessment Questions
- 5.10 References
- 5.11 Further Readings
- 5.12 Glossary

**5.1 Introduction**

When there is a deficit or surplus in the balance of payments of a country, equilibrium is brought about automatically through price and income changes or by adopting certain policy measures. There are two main ways in which a deficit can be cured: expenditure reducing or expenditure switching policies. The expenditure reducing policies can be divided into two broad categories monetary policy and fiscal policy, whereas expenditure switching policies primarily work by changing relative prices (a change in exchange rate which means a devaluation or a revaluation of the domestic currency). As noted above, expenditure switching policies emphasise a change in exchange rates, namely devaluation. The traditional approach to the effect of devaluation on the balance of trade runs in terms of elasticities (elasticity approach). The modern approach concerning the effects of devaluation on the balance of trade is absorption approach.

**Unit -6****Multi National Corporations (MNCs)****Contents**

- 6.1 Introduction
- 6.2 Objectives
- 6.3 Need for Foreign Capital
- 6.4 Forms of Foreign Capital
- 6.5 Foreign Direct Investment (FDI)
- 6.6 Portfolio Investment
- 6.7 Multi National Corporations
- 6.8 Let us Sum up
- 6.9 Self -Assessment Questions
- 6.10 References
- 6.11 Further Readings
- 6.12 Glossary

**6.1 Introduction**

In all countries, particularly in the developing countries, governments are trying to attract foreign capital. They believe that foreign capital plays a constructive role in a country's economic development. This unit examines the role of FDI and FII in the development of a country. It also examines the role of MNCs also.

**6.2 Objectives**

After reading this unit, you will be able to:

- Explain the need for foreign capital
- Distinguish between FDI and FII
- Discuss the role of MNCs in LDCs

**MODULE - III**  
**FOREIGN EXCHANGE**

**Unit - 7**

**Theories of Foreign Exchange rate Determination**

**Contents**

- 7.1 Introduction
- 7.2 Objectives
- 7.3 Foreign Exchange Rate
- 7.4 Mint Parity Theory
- 7.5 Purchasing Power Parity Theory
- 7.6 Balance of Payments Theory
- 7.7 Let us Sum up
- 7.8 Self -Assessment Questions
- 7.9 References
- 7.10 Further Readings
- 7.11 Glossary

**7.1 Introduction**

The most important distinguishing feature of international trade is the involvement of foreign currencies. In such a context, determining the exchange rate between different types of currencies is very important. This unit examines how exchange rate between different currencies is determined. Apart from that, it explains the meaning and functions of foreign exchange market and discusses important theories of exchange rate.

**7.2 Objectives**

After reading this unit, you will be able to:

- Illustrate how foreign exchange rate is determined
- Distinguish between different types of foreign exchange systems

**Unit -8****Exchange Rate systems****Contents**

- 8.1 Introduction
- 8.2 Objectives
- 8.3 Different Foreign Exchange Regimes
- 8.4 Spot Rate and Forward Foreign Exchange Rates
- 8.5 Hedging and speculation
- 8.6 IMF and International Liquidity Management
- 8.7 Let us Sum up
- 8.8 Self -Assessment Questions
- 8.9 References
- 8.10 Further Readings
- 8.11 Glossary

**8.1 Introduction**

Usually governments decide what type of exchange rate system it wants to adopt. A particular government can choose to fix the value of its currency to other currencies to adjust its BOP difficulties. Or it can choose to allow its currency to move freely against other currencies so as to adjust its BOP difficulties. This unit examines different types of exchange rate systems as well as some important concepts related to foreign exchange market. Apart from that, it also discusses the role IMF in the international liquidity management.

**8.2 Objectives**

After reading this unit, you will be able to:

- Discuss different exchange rate systems
- Distinguish between spot rate and forward rate
- Define hedging and speculation

**MODULE - 4****THEORY OF COMMERCIAL POLICY****Unit - 9****Tariff and Non Tariff Barriers to Trade****Contents**

- 9.1 Introduction
- 9.2 Objectives
- 9.3 Free Trade
- 9.4 Protection
- 9.5 Arguments for free trade
- 9.6 Arguments against Free Trade
- 9.7 Arguments for Protection and against protection
- 9.8 Tariff Barriers
- 9.9 Impact of Tariff
- 9.10 Optimum Tariff
- 9.11 Non Tariff Barriers
- 9.12 Let us Sum up
- 9.13 Self -Assessment Questions
- 9.14 References
- 9.15 Further Readings
- 9.16 Glossary

**9.1 Introduction**

Various theories of international trade assume that there is no obstacle to the free movement of goods and services between countries. However, in the real world, there are different types of trade barriers which restrict the free flow of goods and services between countries. Before examining various trade policy instruments, it is important to distinguish

**Unit -10****Economic Integration****Contents**

- 10.1 Introduction
- 10.2 Objectives
- 10.3 Economic Integration
- 10.4 Different Forms of Integration
- 10.5 Free Trade Area
- 10.6 Customs Union
- 10.7 Common Market
- 10.8 Economic Union
- 10.9 European Union
- 10.10 Regionalism vs Multilateralism
- 10.11 WTO
- 10.12 Let us Sum up
- 10.13 Self -Assessment Questions
- 10.14 References
- 10.15 Further Readings
- 10.16 Glossary

**10.1 Introduction**

Recently, economic integration has assumed greater importance. We can see that various countries have reduced different kinds of trade restrictions. Economic integration encompasses measures designed to abolish discrimination between economic units belonging to different national states. In this unit let us examine various forms of economic integration in general and theory of customs union in particular.

**10.2 Objectives**

After going through this unit, you will be able to:



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**Semester - I**

**Course Code: HN 1132**

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No. of Copies 100

Printed at : University Press

Thiruvananthapuram

Kup 500/2019-20

## भारतीय संस्कृति : एक सामान्य परिचय

### 1.1. संस्कृति : शब्द और अर्थ

संस्कृति का संबन्ध मनुष्य के सामाजिक जीवन से अधिक निकट है। संस्कृति शब्द का संबन्ध संस्कार से है, जिसका अर्थ होता है परिष्कार करना, संशोधन करना आदि। संस्कृत शब्द का अर्थ भी यही है। संस्कार व्यक्ति के भी होते हैं या जाति के भी। जातीय संस्कारों को ही संस्कृति कहते हैं। भाव वाचक होने के कारण संस्कृति एक समूह वाचक शब्द भी है। आचार, विचार, रहन-सहन, रीति-रिवाज आदि इसके अंतर्गत आते हैं। ये संस्कार व्यक्ति के घरेलू, जीवन तथा सामाजिक जीवन में परिलक्षित होते हैं। अन्य लोगों के संपर्क में आने से संस्कृति में कुछ परिवर्तन हो सकते हैं और कभी-कभी दब भी जाते हैं।

### 1.2. धर्म और संस्कृति

धर्म एक व्यापक शब्द है। मानव जीवन में इसका प्रभाव है। भारत में स्मृति, पुराण आदि ग्रंथ धर्म का आधार हैं। किंतु संस्कृति में परंपरा का आधार रहता है। धर्म और संस्कृति का कोई विरोध नहीं है। धर्म देश-निरपेक्ष है, किंतु संस्कृति का संबन्ध देश से अधिक है।

### 1.3. संस्कृति और सभ्यता

संस्कृति के बाह्य पक्ष को ही सभ्यता कहता है। सभ्यता मूल अर्थ में व्यवहार की साधुता का द्योतक है। किंतु अर्थ-विस्तार से यह शब्द रहन-सहन की उच्चता तथा सुखमय जीवन व्यतीत करने के साधनों की उन्नति पर लागू होता है। पर आज कल इस सभ्यता शब्द के प्रयोग में बहुत स्थूलता आ गई। जिस सभ्यता का आधार संस्कृति में नहीं वह सभ्यता नहीं। संस्कृति की आत्मा के बिना सभ्यता निष्प्राण है।

## अध्याय - दो प्रारंभकालीन संस्कृति

### 2.1. वैदिक साहित्य

#### 2.1.1. लौकिक और धार्मिक साहित्य :

साहित्य संस्कृति का एक प्रधान अंग है। साहित्य में मानव जाति के मानसिक विचार सुरक्षित रहते हैं। इसके द्वारा उनके विकास क्रम का भी कुछ अनुमान किया जा सकता है। भारतीय साहित्य की परंपरा एक विशाल परंपरा है। इसकी शाखाएँ भी हैं। भारतीय साहित्य के अंतर्गत वैदिक और लौकिक संस्कृत, प्राकृत और अपभ्रंश साहित्य, उत्तर और दक्षिण, पूर्व और पश्चिम के प्रांतों के साहित्य का विशाल क्षेत्र हमारे सामने आ जाता है। यहाँ संस्कृत साहित्य परंपरा का उल्लेख मात्र ही किया जा सकता है। भारत वर्ष के लौकिक और धार्मिक साहित्य में कोई अंतर नहीं है, फिर भी इनमें से कुछ साहित्य को हम धार्मिक कह सकते हैं तो कुछ लौकिक।

#### 2.1.2. वैदिक और लौकिक साहित्य :

भाषा की दृष्टि से वैदिक और लौकिक साहित्य में भेद है वैदिक संस्कृत बोल-चाल की भाषा के कुछ निकट थी। एक-एक विभक्ति के कई रूप होते थे। लौकिक संस्कृत में व्याकरण का प्रयोग होने के कारण उसमें तरलता का अभाव था।

#### 1. वेद :

यह हमारी संस्कृति के प्राचीनतम साहित्य भण्डार है। हमारे पूर्वजों के तपोमय चिंतन और अंतरदृष्टि इसमें निहित है। विदेशियों ने भी हमारे ऋग्वेद के महत्व को स्वीकार किया है। वेद का अर्थ ज्ञान है। ज्ञान अनादि है। किंतु उसका प्रकाश समय में होता है। वेदों की ऋचाओं के दृष्टा हुए हैं उन्हें ऋषि कहते हैं। उनको यह उनके अंतर्दृष्टि के द्वारा प्राप्त था। मनुष्य

## अध्याय - तीन मुगल कालीन संस्कृति

भारतीय इतिहास में मुगल काल का प्रारंभ एक नये युग का प्रारम्भ था। 1526 ई में पानीपत के युद्ध में विजय प्राप्त कर बाबर ने मुगल राजवंश का नीव डाली। इस राजवंश ने भारत पर लगभग तीन शताब्दियों तक अपना गौरवपूर्ण शासन बनाये रखा। यद्यपि इसके पश्चात् भी प्रतीकात्मक तौर 1857 ई तक मुगल राजवंश सत्ता शीर्ष पर रहा तद्यपि 1707 ई. के बाद का समय मुगल देश के पतन का दौर ही है। एक लम्बे अरसे के बाद गुप्तकाल के पश्चात् भारतीय राजनीति में स्थिरता आया तथा भारतीय समाज एवं संस्कृति के विविध क्षेत्रों में बहुमुखी विकास देखने को मिलता है। इसी वजह से मुगल काल को द्वितीय क्लासिकल युग की संज्ञा भी दी जाती है। मुगल काल के सांस्कृतिक विकास में भारत के विभिन्न हिस्सों, मतों तथा जातियों ने विविध प्रकार से योगदान दिया और इस अर्थ में सांस्कृतिक तौर पर एक राष्ट्रीय संस्कृति का विकास हुआ।

### 3.1. मुगल समाज :

मुगलकालीन भारत की जनसंख्या में पहले की ही तरह हिन्दू एवं मुस्लिम ये दो प्रमुख वर्ग थे। सामाजिक स्तर पर इनकी स्थिति इस प्रकार थी मुस्लिम समाज - शासक वर्ग होने के कारण समाज में अल्पसंख्यक होते हुए भी मुसलमान प्रभावशाली स्थिति में थे। तत्कालीन मुस्लिम समाज मोटे तौर पर दो वर्गों में बाँटा था - (1) विदेशी मुसलमान - जो अरब, फारस अथवा अन्य देशों से भारत आये थे। तथा (2) देशी मुसलमान - जो मूल रूप से यहीं के निवासी थे और उनके पूर्वजों ने विभिन्न कारणों से इस्लाम धर्म स्वीकार कर लिया था। देशी मुसलमानों की स्थिति विदेशी मुसलमानों की तुलना में हीन थी।

## अंग्रेजी शासन और संस्कृति

मुगल साम्राज्य जब अपने पतन की ओर अग्रसर था उस समय इंग्लैंड से आयी हुई ईस्ट इण्डिया कम्पनी ने भारत के राजनीतिक, सामाजिक, सांस्कृतिक जीवन पर अपनी पकड़ बनाना शुरू कर दिया। उन्नीसवीं शती भारतीय समाज का एक ऐसा संधि काल है, जहाँ से भारतीय जीवन और समाज में नये परिवर्तनों की परम्परा प्रारम्भ हो जाती है। भारत में अपने पाँव जमाने के बाद अंग्रेजों ने प्रशासन के अनुकूल अनेक पुरानी रीतियों, परंपराओं एवं प्रणालियों में परिवर्तन किये जिनके परिणाम कुछ तो अच्छे रहे जबकि कुछ ने भारतीय जनता में असंतोष उत्पन्न कर दिया।

अंग्रेजी शासन के विरुद्ध भारतीय एकजुट होने शुरू हुए। कुछ बुद्धिजीवियों ने इस क्रम में जनागारण एवं आत्मसशक्तीकरण का प्रथम शुरू किया। उन्नीसवीं शताब्दी में हुए आन्दोलनों ने भारतीयों को सामाजिक और धार्मिक चेतना से आंदोलित किया। जिस प्रकार फ्रांस की क्रांति में वहाँ के दार्शनिकों एवं चिंतकों ने महत्वपूर्ण भूमिका निभायी उसी तरह का योगदान यहाँ के चिंतकों एवं समाज सुधारकों का भारतीय सांस्कृतिक जागरण में दिखाई पड़ता है। कुछ महत्वपूर्ण चिंतकों एवं समाज सुधारकों का योगदान इस प्रकार है।

### 4.1. राजा राममोहन राय (1774-1866) तथा ब्रह्म समाज

आधुनिक भारतीय सांस्कृतिक जागरण के अग्रदूत राजा राममोहन राय का जन्म बंगाल के बर्दवान जिले के राधानगर गाँव में एक कट्टर सनातनधर्मी परिवार में हुआ। उमकी शिक्षा पटना में हुई जहाँ इन्होंने इतिहास, धर्म, दर्शन और अरबी-फारसी भाषाओं का अध्ययन किया। पाटना में इस्लाम

## अध्याय - पाँच

### स्वातंत्र्योत्तर भारतीय संस्कृति

एक लंबे संघर्ष के पश्चात् 15 अगस्त 1947 को भारत गुलाम की बेड़ियों को तोड़कर एक स्वतंत्र राष्ट्र के रूप में उठ खड़ा हुआ। लेकिन हमारी यह स्वतन्त्रता खंडित थी। राजनीतिक तौर पर भारत अब भारत एवं पाकिस्तान नामक संप्रभु राष्ट्रों में बाँट चुका था। अंग्रेजों की 'बांटो और राज करो' तथा साम्प्रदायिक राजनीति का यह चरम था। आजादी की खुशी एवं उल्लास के साथ-साथ देश भीषण साम्प्रदायिक दंगों एवं जनसंख्या के स्थानान्तरण के दौर से गुजर रहा था। ऐसे विकट समय में भारत के समक्ष प्रमुख चुनौती स्वतंत्र राष्ट्र की निर्मिती के रूप में थी।

प्रधानमंत्री नेहरू आजादी के साथ आने वाली तमाम समस्याओं के प्रति और उसके निराकरण के लिए संघर्ष हेतु सचेत थे। नवगठित सरकार के समक्ष दायित्व था- राष्ट्रीय एकता के प्रोत्साहन एवं राष्ट्र के सुदृढीकरण की, राष्ट्र की रचना प्रक्रिया को आगे बढ़ाने का, तीव्र आर्थिक विकास को प्रोत्साहन की, शताब्दियों से चले आ रहे सामाजिक अन्यायों, असमानताओं और शोषण के उन्मूलन की और एक ऐसे विदेश नीति के विकास की जो विश्व मंच भारत को उसका प्रतिष्ठित स्थान दिला सके।

संयोगवश नवस्वतंत्र भारत के पास उच्च आदर्श एवं प्रतिबद्धता वाले महान नेताओं की एक लम्बी कतार थी। जवाहरलाल नेहरू, सरदार वल्लभाई पटेल, अब्दुल कलाम आज़ाद, राजेन्द्र प्रसाद, सी.राजगोपालाचारी, गोविन्द वल्लभ पन्त, बी.सी.राय, बी.जी.खेर, आचार्य नरेंद्र देव, जयप्रकाश नारायण, पी.सी. जोशी, अजय घोष, भीमराव अम्बेडकर, डॉ.सर्वेपल्ली राधाकृष्णन, जाकिर हुसैन प्रभृति दृढ इच्छा शक्ति वाले, अद्भुत प्रतिभा संपन्न



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Prepared & Edited by

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Asst. Professor (Co-ordinator)

Malayalam, SDE

*Copies* : (kup. 837/2018-19, 700)

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**Semester - V**



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## LINGUISTICS AND PHONETICS

**No. of credits: 4**

### AIMS

1. To equip students with a thorough knowledge of the various aspects of the English language
2. To sensitize them to the nuances of spoken and written forms of English
3. To help them overcome specific problems resulting from mother tongue interference

### OBJECTIVES

On completion of the course, the students should be able to

1. Explain the key concepts in linguistics
2. Develop a neutral accent and improve their general standard of pronunciation
3. Speak globally intelligible English

### COURSE OUTLINE

**Module 1 :** Linguistics – branches of linguistics – approaches to the study of language – diachronic – synchronic - prescriptive - descriptive – traditional – modern – key concepts – langue – parole – competence – performance – grammaticality – acceptability – traditional and structural grammars – IC analysis – PS Grammar – TG Grammar

**Module 2 :** Varieties of Language – regional/class – discourse – individual – national varieties – British – American – General Indian – Australian – spoken and written – RP and BBC English

**Module 3 :** Phonetics – articulatory phonetics – speech mechanism – organs of speech classification of speech sounds – vowels – consonants – phonology – phonemes – classification – distribution – syllable structure – transcription – allophones – suprasegmentals – stress – word stress and sentence-stress – rhythm – juncture – intonation – assimilation – elision,

**Module 4 :** Morphology – morphemes – classification – allomorphs – word classes – form class – function class – formal features.

## **COURSE MATERIAL**

### **Modules 1-4**

#### **Reading list**

1. Aslam, Mohammed and Aadil Amion Kak. *Introduction to English Phonetics and Phonology*. Foundation Books, 2007.
2. Lyons, John. *Language and Linguistics: An Introduction*, CUP, 1981.
3. Gimson , A.C. and Edward Arnold. *An Introduction to the Pronunciation of English* CUP, 1980.
4. Roach, Peter. *English Phonetics and Phonology*. CUP, 2009.
5. Yule, George. *The Study of Language*. CUP, 2006.
6. Collins, Beverley and Inger Mees, *Practical Phonetics and Phonology: A Resource Book for Students*, Routledge, 2005.
7. Rani, D Sudha. *A Manual for English Language Laboratories*. New Delhi: Pearson, 2010.

#### **Reference**

1. Jones, Daniel. *English Pronouncing Dictionary*. 17th Edn. CUP.
2. Marks, Jonathan. *English Pronunciation in Use: Elementary*. CUP, 2008.

#### **Direction to Teachers**

IC analysis, PS Grammar and TG Grammar should be discussed only at introductory level.



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