ANNEXURES
Speed Post

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

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

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

Sir/Madam,

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

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

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

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

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

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

7. Programme wise recognition status

7(A) Programmes Recognized

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Programme</th>
<th>Period of Recognition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>BACHELOR OF ARTS (ECONOMICS)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>BACHELOR OF ARTS (ENGLISH)</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>BACHELOR OF ARTS (HINDI)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>BACHELOR OF ARTS (HISTORY)</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>BACHELOR OF ARTS (MALAYALAM)</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>BACHELOR OF ARTS (POLITICAL SCIENCE)</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>BACHELOR OF ARTS (SOCILOGY)</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>BACHELOR OF BUSINESS ADMINISTRATION</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>BACHELOR OF COMMERCE</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>BACHELOR OF COMPUTER APPLICATIONS</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>BACHELOR OF LIBRARY AND INFORMATION SCIENCE</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>BACHELOR OF SCIENCE (COMPUTER SCIENCE)</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>BACHELOR OF SCIENCE (MATHEMATICS)</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>MASTER OF ARTS (POLITICAL SCIENCE)</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>MASTER OF ARTS (PUBLIC ADMINISTRATION)</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>MASTER OF ARTS (ECONOMICS)</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>MASTER OF ARTS (ENGLISH)</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>MASTER OF ARTS (HINDI)</td>
<td></td>
</tr>
</tbody>
</table>

2018-19 to 2019-20
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Programme</th>
<th>Deficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>MASTER OF BUSINESS ADMINISTRATION</td>
<td>Non submission of prior approval of respective Regulatory Authority for the academic session 2018-19 and onwards.</td>
</tr>
</tbody>
</table>

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(ii) 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 25th April, 2018 duly notarized and signed by Dr. Jayachandran R., Registrar in-charge, submitted to the Commission vide letter dated 03rd May, 2018.

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

6) The HEI shall establish Examination Centre within the territorial jurisdiction of the HEI subject to condition laid down in 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
F.No.: 116-1/2017 (DEB-IV)  

Date: October, 2018

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

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.

Sirs/Madam,

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

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

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

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

5(A) Programmes Recognised

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Programme</th>
<th>Period of Recognition *</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MASTER OF BUSINESS ADMINISTRATION</td>
<td>2018-19 to 2019-20</td>
</tr>
</tbody>
</table>

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

5(B) Programmes Not Recognised: Nil

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

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

Yours faithfully,

(Jitendra)
Education Officer

Copy to:

1. The Secretary, Higher Education, Govt. of Kerala. 3rd Floor Secretariat, Annex Statue, 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.


(Jitendra)

Education Officer
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

Director

Registrar
UNIVERSITY OF KERALA

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

Place of Meeting: University Buildings, Trivandrum.

PRESENT:

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

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

(Special Item)

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

RESOLVED that

(1) the examination in Paper I, Non-Chordate B.Sc. (Final) Degree Examination in Zoology held on 25th May, 1974 be cancelled. This examination and the examinations in Paper II, Economic Paper II (Money and Banking) and B.A. Sociology Paper II (Hindu Social Institutions) postponed. The examination in these papers may be conducted in the second or third week of June.
18. Institution of prizes to the students securing the highest marks in Malayalam in the Pre-Degree Examination regarding —

The Syndicate considered along with the recommendation of the Standing Committee on Publication, Research, Scholarships and Libraries, the request of the Director, State Institute of Languages, Kerala, Trivandrum to consider whether it is possible to institute a formal endowment of a prize in the name of the Institute to the students securing the highest marks in Part I (i) 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.

(Acad. E)

19. Introduction of Correspondence Course in the University.

...

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

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

(Acad. A)

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

DEFERRED for detailed consideration.

(Acad. 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
55. 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. Ram-
chandran 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)

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

The Syndicate considered along with the recommenda-
tion 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)

57. Proposals from the Government of India
for starting a VidyaPeet in Kerala.

The Syndicate considered along with the recommenda-
tion 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. 40067/PR/72/H.
Edn. dated 18-6-1973 from the Special Secretary, Higher
Education addressed to the Vice-Chancellor at Appendix IV).

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

(Ad. D)

(Contd. . . . )
V. Administrative Staff:
The following Administrative Staff will be required to man the
adm. wing at present.

- Administrative Officer  - 1
- Assistants           - 2
- Typists              - 2
- Peons                - 2

Additional staff will be required when students are admitted.

Sd/-
Director
UNIVERSITY OF KERALA
(摘要)
School of Distance Education - Programme Project Reports and Self Learning Materials w.e.f 2020-21- approved
Orders issued.

ACADEMIC A II. SECTION

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) |
| 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 / IOAC / Computer centre
6. Ac. I / Ac. II / Ac. A III / IV / V / Ac.D
7. The Govt. Auditor / Audit sections
8. Stock File / File Copy

Forwarded / By Order

SECTION OFFICER

45
UNIVERSITY OF KERALA
School of Distance Education

Bachelor of Arts (Economics)

PROGRAMME PROJECT REPORT

1. University of Kerala

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

2. The School of Distance Education

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

- Democratizing higher education to large segments of the population, in particular the disadvantaged groups like those living in remote and rural areas, working people, and women.
- Providing an innovative system of university-level education which is both flexible and open in terms of methods, pace of learning, eligibility for enrollment and age of entry.
- Providing an opportunity for up-gradation of skills and qualifications.
- Developing education as a lifelong activity to enable persons to update their knowledge or acquire knowledge in new areas.
University of Kerala is one of the Universities in India having appointed permanent full time teaching faculty members for running the distance education programmes. The SDE has 19 permanent faculty members and 8 full time contract faculty members with diverse academic backgrounds and rich experience in the rank of Professors, Associate Professors and Assistant Professors.

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

3. Details of the Proposed B.A. Programme

(a) Programme’s Mission & Objectives

Mission

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

Objectives

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

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

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

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

(c) Nature of Prospective Target Group of Learners

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

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

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

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

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

Subject specific skills:

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

Cognitive skills

- To identify and explore important economic issues.
- To interpret data and produce analytical practical reports.
- To deploy high level of analysis and critical judgment in relation to theory and methods.

Practical skills

- The ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form.
- The ability to use computer applications.

(e) Instructional Design

Course Structure and Mark Distribution

<table>
<thead>
<tr>
<th>Sem No.</th>
<th>Course Code</th>
<th>COURSE TITLE</th>
<th>Number of credits</th>
<th>CE Marks</th>
<th>ESE Marks</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 1111.1</td>
<td>Languages Course I (English -I)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>ML/HN 1111.1</td>
<td>Languages Course II (Addl. Languages)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>EN 1121</td>
<td>Foundation Course I</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>ECD 1141</td>
<td>Core I Methodology and Perspectives of Social Sciences</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Sem No.</td>
<td>Course Code</td>
<td>COURSE TITLE</td>
<td>Number of Credits</td>
<td>CE Marks</td>
<td>ESE Marks</td>
<td>Total</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td>--------------</td>
<td>-------------------</td>
<td>----------</td>
<td>-----------</td>
<td>-------</td>
</tr>
<tr>
<td>I</td>
<td>PS 1131</td>
<td>Complementary I- Political Science (Principles of political Science)</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>HY 1131.1</td>
<td>Complementary II- Indian History [History of Modern India (1857-1900)]</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>17</strong></td>
<td><strong>120</strong></td>
<td><strong>480</strong></td>
<td><strong>600</strong></td>
</tr>
<tr>
<td>II</td>
<td>EN 1211.1</td>
<td>Languages Course III (English -II)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>EN 1212.1</td>
<td>Languages Course IV (English -III)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>ML/HN 1211.1</td>
<td>Languages Course V(Addl.Languages II )</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>ECD 1241</td>
<td>Core II Micro Economics I</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>PS 1231</td>
<td>Complementary III- Political Science (Introduction to Political Theory)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>HY 1231.3</td>
<td>Complementary IV- Indian History [History of Modern India (1901- 1920)]</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>20</strong></td>
<td><strong>120</strong></td>
<td><strong>480</strong></td>
<td><strong>600</strong></td>
</tr>
<tr>
<td>III</td>
<td>EN 1311.1</td>
<td>Languages Course VI (English -IV)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>ML/HN 1311.1</td>
<td>Languages Course VII (Addl. Languages III )</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>ECD 1321</td>
<td>Foundation Course II- Informatics</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>ECD 1341</td>
<td>Core III Micro Economics II</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>PS 1331</td>
<td>Complementary V Political Science (Public Administration)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>HY 1331.5</td>
<td>Complementary VI Indian History [History of Modern India (1921- 1947)]</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>21</strong></td>
<td><strong>120</strong></td>
<td><strong>480</strong></td>
<td><strong>600</strong></td>
</tr>
<tr>
<td>IV</td>
<td>EN1411.1</td>
<td>Languages Course VIII (English -V)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>ML/HN 1411.1</td>
<td>Languages Course IX (Addl. Languages - IV)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>Sem No.</td>
<td>Course Code</td>
<td>COURSE TITLE</td>
<td>Number of Credits</td>
<td>CE Marks</td>
<td>ESE Marks</td>
<td>Total</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
<td>-----------------------------------------------------------</td>
<td>-------------------</td>
<td>----------</td>
<td>-----------</td>
<td>-------</td>
</tr>
<tr>
<td>IV</td>
<td>ECD 1441</td>
<td>Core IV Basic Tools for Economics I</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>ECD 1442</td>
<td>Core V Macro Economics I</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>PS 1431</td>
<td>Complementary VII Political Science (International Politics)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>HY 1431.1</td>
<td>Complementary VIII- Indian History [History of Contemporary India (After1948)]</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL</td>
<td>21</td>
<td>120</td>
<td>480</td>
<td>600</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sem No.</th>
<th>Course Code</th>
<th>COURSE TITLE</th>
<th>Number of Credits</th>
<th>CE Marks</th>
<th>ESE Marks</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>VI</td>
<td>ECD 1641</td>
<td>Core XI Kerala Economy</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>ECD 1642</td>
<td>Core XII- Financial Economics</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>ECD 1643</td>
<td>Core XIII Basic Tools for Economics II</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>ECD 1644</td>
<td>Core XIV- International Economics</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>ECD 1661.1</td>
<td>Elective – Agricultural Economics</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>ECD 1645</td>
<td>General Essays on Indian Economy</td>
<td>4</td>
<td>-</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL</td>
<td>21</td>
<td>100</td>
<td>500</td>
<td>600</td>
</tr>
</tbody>
</table>

|        | **GRAND TOTAL** | **120** | **700** | **2900** | **3600** |

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

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

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

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

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

**Academic Calendar**

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>By Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>III, IV, V and VI Semester</td>
<td>Last week of June</td>
<td>Last week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>Last week of October</td>
<td>Last week of November</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>III, IV, V and VI Semester</td>
<td>First week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>First week of November</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>V and VI Semester</td>
<td>First week of April</td>
</tr>
<tr>
<td>III and IV Semester</td>
<td>Second and Third week of April</td>
</tr>
<tr>
<td>I and II Semester</td>
<td>Fourth week of April</td>
</tr>
</tbody>
</table>

**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)**

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

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

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Number of Credits</th>
<th>CE (Marks)</th>
<th>ESE (Marks)</th>
<th>Total</th>
</tr>
</thead>
</table>
| END 1111.1  | Language Course I  
Listening Speaking and Reading | 4                 | 20         | 80          | 100   |
|             | Language Course II (Addl. Language)              | 3                 | 20         | 80          | 100   |
| EN 1121     | Foundation Course I  
Writings on Contemporary Issues | 2                 | 20         | 80          | 100   |
| I EN 1141   | Core- I- Reading Poetry                          | 4                 | 20         | 80          | 100   |
| EN 1131     | Complementary I –  
History of English Literature 1 | 3                 | 20         | 80          | 100   |
| HY1131.2    | Complementary II -  
History of Modern World (1789 to 1900) | 2                 | 20         | 80          | 100   |
| TOTAL       |                                                  | 18                | 120        | 480         | 600   |
| II EN 1211.1| Language Course III Environmental Studies        | 4                 | 20         | 80          | 100   |
| EN 1212.1   | Language Course IV  
Modern English Grammar & Usage | 3                 | 20         | 80          | 100   |
|             | Language Course V (Addl. Language II)            | 3                 | 20         | 80          | 100   |
| EN 1241     | Core II- Reading Drama                           | 4                 | 20         | 80          | 100   |
| EN 1231     | Complementary III -  
History of English Literature 2 | 3                 | 20         | 80          | 100   |
| HY1231.2    | Complementary IV-  
History of Modern World (1901-1920) | 3                 | 20         | 80          | 100   |
| TOTAL       |                                                  | 20                | 120        | 480         | 600   |
| EN 1311.1   | Language Course VI  
Writing and Presentation Skills | 4                 | 20         | 80          | 100   |
|             | Language Course VII Addl. Language III           | 4                 | 20         | 80          | 100   |
| III EN 1341 | Core III – Reading Fiction                       | 3                 | 20         | 80          | 100   |
| EN 1341     | Core IV - 20\textsuperscript{th} 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   |
<p>| TOTAL       |                                                  | 21                | 120        | 480         | 600   |</p>
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>4</th>
<th>20</th>
<th>80</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 1411.1</td>
<td>Language Course VIII Readings in Literature</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>EN 1441</td>
<td>Core V- Reading Prose</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>END 1421</td>
<td>Foundation Course: Informatics</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>EN 1431</td>
<td>Complementary VII- History of English Language</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>HY1431.2</td>
<td>Complementary VIII- History History of Modern World After 1945</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>10</td>
<td>120</td>
<td>480</td>
<td>600</td>
</tr>
<tr>
<td>EN 1541</td>
<td>Core VI- Literary Criticism</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>EN 1542</td>
<td>Core VII - Indian Literature in English</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>EN 1543</td>
<td>Core VIII – Film Studies</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>10</td>
<td>120</td>
<td>480</td>
<td>600</td>
</tr>
<tr>
<td>EN 1544</td>
<td>Core IX– Linguistics and Phonetics</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>EN 1545</td>
<td>Core X- Post Colonial Literatures in English</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>EN 1551</td>
<td>Open Course I-</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>10</td>
<td>120</td>
<td>480</td>
<td>600</td>
</tr>
<tr>
<td>EN 1641</td>
<td>Core XI – World Classics</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>EN 1642</td>
<td>Core XII– Methodology &amp; Perspectives of Humanities</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>EN 1643</td>
<td>Core XIII- English for the Media</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>EN 1644</td>
<td>Core XIV- Women’s Writing</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>EN 1661.1-Elective 1- Translation Studies</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>EN 1671Dissertation/ Essay</td>
<td>4</td>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>21</td>
<td>100</td>
<td>500</td>
<td>600</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
<td>120</td>
<td>700</td>
<td>2900</td>
<td>3600</td>
</tr>
</tbody>
</table>
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.idedu.net) and on the admission website (www.sde.keralauniversity.ac.in). Students seeking admission shall apply online.

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

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

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

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

Academic Calendar

<table>
<thead>
<tr>
<th>ADMISSION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Notification</td>
<td>First week of June</td>
</tr>
<tr>
<td>Closing date of Admission</td>
<td>Last week of September</td>
</tr>
</tbody>
</table>

Schedule of distribution of study materials

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>By Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>III, IV, V and VI Semester</td>
<td>Last week of June</td>
<td>Last week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>Last week of October</td>
<td>Last week of November</td>
</tr>
</tbody>
</table>

Schedule of contact classes

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>III, IV, V and VI Semester</td>
<td>First week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>First week of November</td>
</tr>
</tbody>
</table>

Schedule of examinations

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>V and VI Semester</td>
<td>First week of April</td>
</tr>
<tr>
<td>III and IV Semester</td>
<td>Second and Third week of April</td>
</tr>
<tr>
<td>I and II Semester</td>
<td>Fourth week of April</td>
</tr>
</tbody>
</table>

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)

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

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.
1. University of Kerala

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

2. The School of Distance Education

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

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

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

3. Details of the Proposed BA 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 outlook towards the study of language and communication. The study of Humanities especially Literature awareness the aesthetic vision of students. This will enhance the feeling of one mess and humanity among the students.

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

i. To familiarize the students with various trends in Hindi literature and Understanding the 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..

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

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

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

Nature of prospective target group of learners

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

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

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

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

1. To make the student a human being in the correct sense of the word.
2. To broaden the outlook of the students and instill in them a sense of confidence and responsibility.
3. To make them ready to face the present day world of ambiguities and contradictions.
4. To make them empathetic and 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**

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

**Semester – 2**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
<th>CE (Marks)</th>
<th>ESE (Marks)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 1211</td>
<td>Language course - English</td>
<td>4</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>EN 1212</td>
<td>Language course - English</td>
<td>3</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Type</td>
<td>Credit</td>
<td>CE (Marks)</td>
<td>ESE (Marks)</td>
<td>Total</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
<td>--------</td>
<td>------------</td>
<td>-------------</td>
<td>-------</td>
</tr>
<tr>
<td>EN 1311</td>
<td>Language course -English</td>
<td>4</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>HN 1311.1</td>
<td>Language Course- Common (Addl. Language III)- Poetry &amp; Grammer</td>
<td>4</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>HN 1321</td>
<td>Foundation Course- II Information and Computer</td>
<td>3</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>HN 1331/ SK 1331.1</td>
<td>Compl: Course V Comparative Literature with Special Reference to Hindi and Malayalam</td>
<td>3</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>HN 1332</td>
<td>Compl: Course VI Development of Hindi as Official Language And Communicative Hindi (Compulsory)</td>
<td>3</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>HN 1341</td>
<td>Core Course III History of Hindi Literature – Modern Period</td>
<td>4</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
</tbody>
</table>

### Semester – 4

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
<th>CE (Marks)</th>
<th>ESE (Marks)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 1411</td>
<td>Language course -English</td>
<td>4</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>HN 1411.1</td>
<td>Language Course- Common (Addl. Language IV)-Hindi Drama, Translation &amp; Correspondence</td>
<td>4</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>HN 1431</td>
<td>Compl: Course VII Indian Literature (Compulsory)</td>
<td>3</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>HN 1432/ SK 1431.1</td>
<td>Compl: Course VIII Script Writing And Advertisement</td>
<td>3</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>HN 1441</td>
<td>Core Course IV Hindi Drama And One Act Plays</td>
<td>4</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>HN 1442</td>
<td>Core Course V Premchand’S Fiction</td>
<td>3</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
</tbody>
</table>
### Semester – 5

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

### Semester – 6

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

### Duration of the programme

Six Semesters, three years.

### Faculty and support staff requirement

There are three full time faculty members available and one of them can coordinate the BA Programme in Hindi. There is sufficient staff support from the SDE office for processing administrative work. The service of qualified guest teachers and experts from panels approved by the Vice Chancellor are used in the preparation of SLM, for taking contact classes and conducting internal evaluation.
Instructional delivery mechanisms
In addition to providing Self Learning Material, students are offered 60 contact hours each semester, conducted over 10 days during the weekend. Classes are taken using audio visual aids, and students are encouraged to use web resources. A repertoire of audio/video lectures are being prepared, which will be made available to the learners on an experimental basis from this academic year onwards.

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

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

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

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

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

<table>
<thead>
<tr>
<th>Admission</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Notification</td>
<td>First week of June</td>
</tr>
<tr>
<td>Closing date of Admission</td>
<td>Last week of September</td>
</tr>
</tbody>
</table>

**Schedule of distribution of study materials**

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>By Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>III, IV, V and VI Semester</td>
<td>Last week of June</td>
<td>Last week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>Last week of October</td>
<td>Last week of November</td>
</tr>
</tbody>
</table>

**Schedule of contact classes**

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>III, IV, V and VI Semester</td>
<td>First week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>First week of November</td>
</tr>
</tbody>
</table>

**Schedule of examinations**

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>V and VI Semester</td>
<td>First week of April</td>
</tr>
<tr>
<td>III and IV Semester</td>
<td>Second and Third week of April</td>
</tr>
<tr>
<td>I and II Semester</td>
<td>Fourth week of April</td>
</tr>
</tbody>
</table>

### 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)**

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

**Quality Assurance Mechanism and Expected Programme Outcomes**

**Quality Assurance Mechanism**

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

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

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

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

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

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

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

**Expected Programme Outcomes**

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

- Develop an ability to effectively communicate both orally and verbally in Hindi
- Develop self confidence and skills for working independently and in a team
- Have a foundation on literary theories, movements and history of Hindi literature
- Develop the ability to critically look at concepts, beliefs and ideas in society, while also learning to critically analyse texts and cultural artifacts.
- Have an increase awareness of the general issues prevailing in the society
Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.
1. University of Kerala

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

2. The School of Distance Education

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

- Democratizing higher education to large segments of the population, in particular the disadvantaged groups like those living in remote and rural areas, working people, and women.
- Providing an innovative system of university-level education which is both flexible and open in terms of methods, pace of learning, eligibility for enrollment and age of entry.
- Providing an opportunity for up-gradation of skills and qualifications.
- Developing education as a lifelong activity to enable persons to update their knowledge or acquire knowledge in new areas.
University of Kerala is one of the Universities in India having appointed permanent full time teaching faculty members for running the distance education programmes. The SDE has 19 permanent faculty members and 8 full time contract faculty members with diverse academic backgrounds and rich experience in the rank of Professors, Associate Professors and Assistant Professors. The school had recognition of the erstwhile Distance Education Council (DEC) for 45 programmes till 2014-15. In line with the efforts of the UGC to stream line the distance learning mode, the SDE also redefined its programmes and got the UGC recognition to offer 13 UG and 13 PG programmes from the academic year 2017-18 onwards. The SDE has no private off campus/learner support centres.

3. Details of the Proposed 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

<table>
<thead>
<tr>
<th>SEM</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Number of Credits</th>
<th>CE (Marks)</th>
<th>ESE (Marks)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>EN 1111</td>
<td>Language Course 1 (English-1)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>M/H 11 11</td>
<td>Language Course 11 (Addl. Language-1)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>EN 1121</td>
<td>Foundation Course 1</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>HY1141</td>
<td>Core 1-Methology and Perspectives of Social Sciences</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>PS1131</td>
<td>Complementary 1– (Political Science)- Introduction to Political Theory</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>EC1131</td>
<td>Complementary 11 – (Economics) Foundation of Economic Theory</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>18</td>
<td>120</td>
<td>480</td>
<td>600</td>
<td></td>
</tr>
</tbody>
</table>

<p>| II  | EN 1211     | Language Course 111 (English-11) | 4 | 20 | 80 | 100 |
|     | EN1212      | Language Course 1V (English-111) | 3 | 20 | 80 | 100 |
|     | M/H 12 11   | Language Course V (Addl. Language-11) | 3 | 20 | 80 | 100 |
|     | HY1241      | Core 11-Cultural Formations of the Pre-Modern World | 4 | 20 | 80 | 100 |
|     | PS1231      | Complementary 111– (Political Science)- Introduction to Political Theory | 3 | 20 | 80 | 100 |
|     | EC 1231     | Complementary 1V– (Economics)-Money and Banking | 3 | 20 | 80 | 100 |
|     | TOTAL       | 20 | 120 | 480 | 600 |</p>
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Practical Hours</th>
<th>Theory Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 1311</td>
<td>Language Course V1 (English-IV)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>M/H 1211</td>
<td>Language Course V11 (Addl. Language-111)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>HY1321</td>
<td>Foundation Course-11-Informatics</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>HY1341</td>
<td>Core 111- Evolution of Early Indian Society and Culture</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>PS1331</td>
<td>Complementary V- (Political Science)- Public Administration</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>EC1131</td>
<td>Complementary VI- (Economics)-Public Finance and Banking</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>21</td>
<td>120</td>
<td>480</td>
<td>600</td>
</tr>
<tr>
<td>EN 1411</td>
<td>Language Course V11 (English-V)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>M/H 1411</td>
<td>Language Course IX (Addl. Language-IV)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>HY1441</td>
<td>Core IV Medieval India: Socio-Cultural Processes</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>HY3442</td>
<td>Core V- History of Modern World-Part 1</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>PS1431</td>
<td>Complementary V11- (Political Science)-International Politics</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>EC1431</td>
<td>Complementary V111- (Economics)-Indian Economy Since Independence</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>21</td>
<td>120</td>
<td>480</td>
<td>600</td>
</tr>
<tr>
<td>EN 1541</td>
<td>Core V1- Major Trends in Historical Thoughts and Writings</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>HY 1542</td>
<td>Core V11- Colonialism and Resistance Movements in India</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>HY1543</td>
<td>Core V111- History of Modern World-Part 11</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>HY1544</td>
<td>Core 1X- History of Pre-Modern Kerala</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
</tbody>
</table>
(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

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>By Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>III, IV, V and VI Semester</td>
<td>Last week of June</td>
<td>Last week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>Last week of October</td>
<td>Last week of November</td>
</tr>
</tbody>
</table>

(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**

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

(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.
University of Kerala

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

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 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
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 confirms to standard usage, develop convincing, well-supported essays,

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

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

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

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

**Instructional Design**

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

**Programme Details**

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

87
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Hours</th>
<th>Practice</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 1211.1</td>
<td>Language Course III</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>EN 1212.1</td>
<td>Language Course IV</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>ML 1211.1</td>
<td>Language Course V (Addl. Language II)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>ML 1241</td>
<td>Core II- Nadakam, Charithram, Paadam, Prayogam</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>ML 1231.1</td>
<td>Complementary III - Kerala Culture 2</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>SK 1231.2</td>
<td>Complementary IV- Sanskrit 2</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>EN 1311.1</strong> Language Course VI Writing and Presentation Skills</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>ML 1311.1</td>
<td>Language Course VII Addl. Language III Drisyakalasahithyam</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>ML 1321</td>
<td>Foundation course II (Informatics) Adhunkiasankethikavidyayummalay alabhashapadanavum</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>ML 1341</td>
<td>Core Course III – Literary theories: Eastern and Westerm</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>ML 1331.1</td>
<td>Complementary V Parishithi: sidhanthavumavishkaravum</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>SK 1331.2</td>
<td>Complementary VI Sanskrit III</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>EN 1411.1</strong> Language Course VIII English V</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>ML 1411.1</td>
<td>Language Course IX Addl. Language IV Vinimayam, sargathmakarachana, bhashaavabhodham</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>ML 1441</td>
<td>Core Course IV- Malayalakavitha-Poorvaghatam</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>ML 1442</td>
<td>Core Course V Malayalasahithyaniroopanam</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>ML 1431.1</td>
<td>Complementary VII- Dalithezhuthu, pennezhuthu: Sidhanthavumavishkaravum</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>SK 1431.2</td>
<td>Complementary VIII Sanskrit IV</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Semester</td>
<td>Hours</td>
<td>Total Credits</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>--------------</td>
<td>----------</td>
<td>-------</td>
<td>---------------</td>
<td></td>
</tr>
<tr>
<td>ML 1541</td>
<td>Core VI- Linguistic – History of language Bhashashastram</td>
<td>V</td>
<td>4</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>ML 1542</td>
<td>Core VII – Cherukadhapadanam</td>
<td>V</td>
<td>4</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>ML 1543</td>
<td>Core VIII – Folklore</td>
<td>V</td>
<td>2</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>ML 1544</td>
<td>Core IX– Jeevacharitram, atmakadha, yatraanubhavam</td>
<td>V</td>
<td>4</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>ML 1545</td>
<td>Core X- Film studies</td>
<td>V</td>
<td>4</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>ML 1551.1</td>
<td>Open course I- Keraleeyakalakal</td>
<td>V</td>
<td>2</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>20</td>
<td>480</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>120</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td>ML 1641</td>
<td>Core XI– Madhyamalokam</td>
<td>VI</td>
<td>4</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>ML 1642</td>
<td>Core XII- Malayalavyakaranam</td>
<td>VI</td>
<td>4</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>ML 1643</td>
<td>Core XIII- Malayalakavitha : Utharaghattam</td>
<td>VI</td>
<td>4</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>ML 1644</td>
<td>Core XIV – Translation: Theory and practice</td>
<td>VI</td>
<td>3</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>ML 1661.1</td>
<td>Open course II- (Elective) Comparative literature</td>
<td>VI</td>
<td>2</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>ML 1551.4</td>
<td>Project work/ Essay</td>
<td>VI</td>
<td>4</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20(Viva- Voce) / 100</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>21</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
<td></td>
<td>120</td>
<td>2900</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>700</td>
<td>3600</td>
<td></td>
</tr>
</tbody>
</table>

**Duration of the programme**

Six Semesters, three years.

**Faculty and support staff requirement**

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

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

Student Support Service Systems at SDE

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

Procedure for admissions, curriculum transaction and evaluation:

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

Minimum Eligibility for Admission

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

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

Financial Assistance

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

Programme Delivery

The programme is being delivered with the help of SLM and Personal Contact 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>By Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>III, IV, V and VI Semester</td>
<td>Last week of June</td>
<td>Last week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>Last week of October</td>
<td>Last week of November</td>
</tr>
<tr>
<td>Schedule of contact classes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Course Schedule

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>III, IV, V and VI Semester</td>
<td>First week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>First week of November</td>
</tr>
</tbody>
</table>

### Schedule of examinations

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>V and VI Semester</td>
<td>First week of April</td>
</tr>
<tr>
<td>III and IV Semester</td>
<td>Second and Third week of April</td>
</tr>
<tr>
<td>I and II Semester</td>
<td>Fourth week of April</td>
</tr>
</tbody>
</table>

### 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)**

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

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.
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

<table>
<thead>
<tr>
<th>SEM</th>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>NUMBER OF CREDITS</th>
<th>CE (Marks)</th>
<th>ESE (Marks)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>EN 1 1 1</td>
<td>English – I</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>1 1 1</td>
<td>Addl. Language I</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>EN1 1 2 1</td>
<td>Foundation Course I</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>PS 1 1 4 1</td>
<td>Core I- Methodology and Perspectives of Social Sciences</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>EC 1 1 3 1</td>
<td>Complementary I – Economics (EC1131- Foundations of Economic Theory)</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>HY 1 1 3 1</td>
<td>Complementary II – History (D-HY 1131.2 - History of Modern World [1789-1900])</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>17</strong></td>
<td><strong>120</strong></td>
<td><strong>480</strong></td>
<td><strong>600</strong></td>
</tr>
<tr>
<td>II</td>
<td>EN 1 2 1</td>
<td>English II</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>EN 1 2 1 2</td>
<td>English III</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>1 2 1 1</td>
<td>Addl. Language II</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>PS 1 2 4 1</td>
<td>Core II – Introduction to Political Science</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>EC 1 2 3 1</td>
<td>Complementary III – Economics (EC1231 - Money and Banking)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>HY 1 2 3 1</td>
<td>Complementary IV – History (D-HY 1231.2 History of Modern World [1901-1920])</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>20</strong></td>
<td><strong>120</strong></td>
<td><strong>480</strong></td>
<td><strong>600</strong></td>
</tr>
<tr>
<td></td>
<td>EN 1 3 1 1</td>
<td>English IV</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Contact Hours</td>
<td>Theory</td>
<td>Practical</td>
</tr>
<tr>
<td>---</td>
<td>-------------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------</td>
<td>---------------</td>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>III</td>
<td>PS 1 3 2 1</td>
<td>Foundation Course II (Informatics and Political Science)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>III</td>
<td>PS 1 3 4 1</td>
<td>Core III – Indian Constitution</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>III</td>
<td>EC 1 3 3 1</td>
<td>Complementary V – Economics (EC1131 – Public Finance and Trade)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>III</td>
<td>HY 1 3 3 1</td>
<td>Complementary VI – (D-HY 1331.2 - History of Modern World (1921-1945)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>21</td>
<td>120</td>
<td>480</td>
<td>600</td>
</tr>
<tr>
<td>IV</td>
<td>EN 1 4 1 1</td>
<td>English V</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>IV</td>
<td>PS 1 4 4 1</td>
<td>Core IV- Dynamics of Indian Political System</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>IV</td>
<td>PS 1 4 4 2</td>
<td>Core V – Introduction to Comparative Politics</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>IV</td>
<td>EC 1 4 3 1</td>
<td>Complementary VII – Economics (EC1431- Indian Economy Since Independence)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>IV</td>
<td>HY 1 4 3 1</td>
<td>Complementary VIII – History (D-HY1431.2 - History of Modern World [After 1946])</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>21</td>
<td>120</td>
<td>480</td>
<td>600</td>
</tr>
<tr>
<td>V</td>
<td>PS 1 5 4 1</td>
<td>Core VI- Public administration</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>V</td>
<td>PS 1 5 4 2</td>
<td>Core VII – Ancient and Medieval Political Thought</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>V</td>
<td>PS 1 5 4 3</td>
<td>Core VIII – International Relations</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>V</td>
<td>PS 1 5 4 4</td>
<td>Core IX – Research Methods in Political Science</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>V</td>
<td>PS 1 5 4 5</td>
<td>Core X- Human Rights in India</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>1551</td>
<td>Open Course I</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>20</td>
<td>120</td>
<td>480</td>
<td>600</td>
</tr>
<tr>
<td>V</td>
<td>PS 1 6 4 1</td>
<td>Core XI – Modern Political Thought</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
</tbody>
</table>
### 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

<table>
<thead>
<tr>
<th>ADMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Notification</td>
</tr>
<tr>
<td>Closing date of Admission</td>
</tr>
<tr>
<td>Schedule of distribution of study materials</td>
</tr>
<tr>
<td>III, IV, V and VI Semester</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
</tr>
</tbody>
</table>

Schedule of contact classes

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>III, IV, V and VI Semester</td>
<td>First week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>First week of November</td>
</tr>
</tbody>
</table>

Schedule of examinations

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>V and VI Semester</td>
<td>First week of April</td>
</tr>
<tr>
<td>III and IV Semester</td>
<td>Second and Third week of April</td>
</tr>
<tr>
<td>I and II Semester</td>
<td>Fourth week of April</td>
</tr>
</tbody>
</table>

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)**

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Expenditure</th>
<th>Total for the SDE during 19-20 (25987 students) (Rs. in lakh)</th>
<th>Cost estimate for B.A Political Science programme (100 students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Pay and Allowance</td>
<td>435.00</td>
<td>360000</td>
</tr>
<tr>
<td>02</td>
<td>Contact classes and evaluation</td>
<td>80.00</td>
<td>30700</td>
</tr>
<tr>
<td>03</td>
<td>Course materials</td>
<td>100.00</td>
<td>38400</td>
</tr>
<tr>
<td>04</td>
<td>Advertisement charges</td>
<td>25.00</td>
<td>9600</td>
</tr>
<tr>
<td>05</td>
<td>Postage and telephone</td>
<td>7.4</td>
<td>2800</td>
</tr>
<tr>
<td>06</td>
<td>Books and Periodicals</td>
<td>3.5</td>
<td>1300</td>
</tr>
<tr>
<td>07</td>
<td>Miscellaneous</td>
<td>9.95</td>
<td>3800</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>660.85</strong></td>
<td><strong>442800</strong></td>
</tr>
<tr>
<td></td>
<td>Provisions (6%)</td>
<td></td>
<td>26568</td>
</tr>
</tbody>
</table>
Total 469368
Cost per student/year=Rs.4694

**Quality Assurance Mechanism**

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

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

**Expected Programme Outcomes**

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

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

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Number of Credits</th>
<th>CE (Marks)</th>
<th>ESE (Marks)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>EN 1 1 1 1.1</td>
<td>Language Course I (English-I)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>ML/HN 1111.1</td>
<td>Language Course II (Addl. Language)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>EN 1 1 2 1</td>
<td>Foundation Course I (English)</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>SG 1 1 4 1</td>
<td>Core- I- Introduction to Social Sciences</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>PS 1 1 3 1</td>
<td>Complementary I –Political Science (Principles of political science.)</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>HY 1 1 3 1.1</td>
<td>Complementary II- History (History of Modern India during 1857- 190 0)</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td>17</td>
<td>120</td>
<td>480</td>
<td>600</td>
</tr>
<tr>
<td>II</td>
<td>EN 1 2 1 1.1</td>
<td>Language Course III (English II)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>EN 1 2 1 2.1</td>
<td>Language Course IV (English III)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>ML/HN 1 2 1 1.1</td>
<td>Language Course V (Addl. Language II)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>SG 1 2 4 1</td>
<td>Core II- Understanding Indian Society</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>PS 1 2 3 1</td>
<td>Complementary III- Political Science (Introduction to Political Theory)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
</tbody>
</table>
### Complementary IV - History

*(History of Modern India during 1901-1920)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
<th>Total</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>HY 1 2 3 1.1</td>
<td>Complementary IV - History</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>T OT AL</td>
<td></td>
<td>20</td>
<td>120</td>
<td>480</td>
<td>600</td>
</tr>
</tbody>
</table>

### Language Course VI

*(English- IV)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
<th>Total</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 1 3 1 1.1</td>
<td>Language Course VI</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>ML/HN 1 3 1 1.1</td>
<td>Language Course VII (Addl. Language III)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>SG 1 3 2 1</td>
<td>Foundation Course II (Informatics)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>SG 1 3 4 1</td>
<td>Core III - Sociological Theory</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>PS 1331</td>
<td>Complementary V - Political science (Public Administration)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>HY 1331.1</td>
<td>Complementary VI - History (History of Modern India 1921-1947)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>T OT AL</td>
<td></td>
<td>21</td>
<td>120</td>
<td>480</td>
<td>600</td>
</tr>
</tbody>
</table>

### Language Course VIII

*(English V)*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
<th>Total</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 1 4 1 1.1</td>
<td>Language Course VIII</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>ML/HN 1411.1</td>
<td>Language Course IX (Addl. Language IV)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>SG 1441</td>
<td>Core IV - Research Methodology</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>SG 1442</td>
<td>Core V - Social Psychology</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>PS 1431</td>
<td>Complementary VII - Political Science (International Politics)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>HY 1431.1</td>
<td>Complementary VIII - History (History of contemporary India After 1948)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>T OT AL</td>
<td></td>
<td>21</td>
<td>120</td>
<td>480</td>
<td>600</td>
</tr>
</tbody>
</table>

### Core VI - Structure & Transformation of Kerala Society

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
<th>Total</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>SG 1 5 4 1</td>
<td>Core VI - Structure &amp; Transformation of Kerala Society</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>SG 1 5 4 2</td>
<td>Core VII - Sociology of Development</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>SG 1 5 4 3</td>
<td>Core VIII – Gender and Society</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>SG 1 5 4 4.1</td>
<td>Core IX – Rural Development</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Contact Hours</td>
<td>Practical Hours</td>
<td>Theory Hours</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
<td>---------------</td>
<td>-----------------</td>
<td>---------------</td>
</tr>
<tr>
<td>SG 1 5 4 5.1</td>
<td>Core X - Social Anthropology</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>SG 1 5 5 1.1</td>
<td>Open I - Life Skill Education</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>SG 1 6 4 5</td>
<td>Project Work</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>20</strong></td>
<td><strong>120</strong></td>
<td><strong>480</strong></td>
<td><strong>600</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact Hours</th>
<th>Practical Hours</th>
<th>Theory Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SG 1 6 4 1</td>
<td>Core XI – Environmental Sociology</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>SG 1 6 4 2</td>
<td>Core XII – Public Health &amp; Social Epidemiology</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>SG 1 6 4 3.2</td>
<td>Core XIII - Social Welfare Administration</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>SG 1 6 4 4.1</td>
<td>Core – XIV Crime and Society</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>SG 1 6 6 1.2</td>
<td>Elective 1 - Tourism and Society</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>SG 1 6 4 5</td>
<td>Dissertation</td>
<td>4</td>
<td></td>
<td>80+20 Viva-Voce</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>21</strong></td>
<td><strong>100</strong></td>
<td><strong>500</strong></td>
<td><strong>600</strong></td>
</tr>
</tbody>
</table>

**GRAND TOTAL**

120 700 2900 3600

**Duration of the programme**

6 Semesters, three years.

**Faculty and support staff requirement**

There are two full time faculty members available and one of them coordinates the BA Programme in 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/- 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 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)**

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Expenditure</th>
<th>Total for the SDE during 19-20 (25987 students) (Rs. in lakh)</th>
<th>Cost estimate for B.A Sociology programme (800 students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Pay and Allowance</td>
<td>435.00</td>
<td>1674000</td>
</tr>
<tr>
<td>02</td>
<td>Contact classes and evaluation</td>
<td>80.00</td>
<td>307000</td>
</tr>
<tr>
<td>03</td>
<td>Course materials</td>
<td>100.00</td>
<td>384000</td>
</tr>
<tr>
<td>04</td>
<td>Advertisement charges</td>
<td>25.00</td>
<td>96000</td>
</tr>
<tr>
<td>05</td>
<td>Postage and telephone</td>
<td>7.4</td>
<td>28000</td>
</tr>
<tr>
<td>06</td>
<td>Books and Periodicals</td>
<td>3.5</td>
<td>13000</td>
</tr>
<tr>
<td>07</td>
<td>Miscellaneous</td>
<td>9.95</td>
<td>38000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>-------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>660.85</td>
<td>2540000</td>
<td></td>
</tr>
<tr>
<td>Provisions (6%)</td>
<td></td>
<td>152400</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>2692400</td>
<td></td>
</tr>
</tbody>
</table>

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.
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)

<table>
<thead>
<tr>
<th>Sem. No.</th>
<th>Name of Courses with code No</th>
<th>Evaluation Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>CE</td>
</tr>
<tr>
<td>I</td>
<td>Language- EN 1111.1 English I</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Foundation: BM1121 Environmental Studies Core: BM 1141 Fundamentals of Management Core: BM 1142 Managerial Economics</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Core- BM 1143 Financial Accounting Complimentary - BM 1131 Statistics for Business Decisions</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>120</td>
</tr>
<tr>
<td>II</td>
<td>Language- EN 1211.1 English II</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>120</td>
</tr>
<tr>
<td>III</td>
<td>Core: BM 1341 Business Environment and Policy Core: BM 1342 Corporate Regulations Core: BM1343 Cost and Management Accounting Core: BM 1344 Financial Services Elective Course I: BM 1361.1/2/3/4</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>100</td>
</tr>
</tbody>
</table>
### Elective Streams

**STREAM I: Human Resource Management**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course title</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td>BM 1361.1</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>IV</td>
<td>BM 1461.1</td>
<td>Human Resource Development and Organization Culture</td>
</tr>
<tr>
<td>V</td>
<td>BM 1561.1</td>
<td>Labour Law and Industrial Relations</td>
</tr>
</tbody>
</table>
### STREAM II: Marketing Management

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course title</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td>BM 1361.2</td>
<td>Consumer Behaviour</td>
</tr>
<tr>
<td>IV</td>
<td>BM 1461.2</td>
<td>Advertising and Sales Promotion</td>
</tr>
<tr>
<td>V</td>
<td>BM 1561.2</td>
<td>Customer Relationship Management</td>
</tr>
<tr>
<td>VI</td>
<td>BM 1661.2</td>
<td>Retail Management</td>
</tr>
</tbody>
</table>

### STREAM III: Finance

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course title</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td>BM 1361.3</td>
<td>Income Tax Law and Accounting</td>
</tr>
<tr>
<td>IV</td>
<td>BM 1461.3</td>
<td>Indirect Taxes</td>
</tr>
<tr>
<td>V</td>
<td>BM 1561.3</td>
<td>International Finance</td>
</tr>
<tr>
<td>VI</td>
<td>BM 1661.3</td>
<td>Project Appraisal and Analysis</td>
</tr>
</tbody>
</table>

### STREAM IV: Tourism Management

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course title</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td>BM 1361.4</td>
<td>Introductions to Tourism</td>
</tr>
<tr>
<td>IV</td>
<td>BM 1461.4</td>
<td>Air cargo Management</td>
</tr>
<tr>
<td>V</td>
<td>BM 1561.4</td>
<td>Front Office Management</td>
</tr>
<tr>
<td>VI</td>
<td>BM 1661.4</td>
<td>Travels and Tour Operations Management</td>
</tr>
</tbody>
</table>

### OPEN COURSES

*For students of other discipline*

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course title</th>
</tr>
</thead>
<tbody>
<tr>
<td>V</td>
<td>1551.4</td>
<td>Fundamentals of Financial Accounting</td>
</tr>
</tbody>
</table>

### ELECTIVE COURSE

*For students of Business Administration – Elect one course*

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course title</th>
</tr>
</thead>
<tbody>
<tr>
<td>VI</td>
<td>1661.5</td>
<td>Business Communication</td>
</tr>
</tbody>
</table>

### iii) Duration of the Programme

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

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

v) Instructional delivery mechanism

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

vi) Student support service systems at SDE

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

f) Procedure for admissions, curriculum transaction and evaluation

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

ii) Minimum eligibility for admission

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

iii) Fee structure

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

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

v) Programme delivery

The programme is being delivered with the help of SLM and Personal Contact 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

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>By Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>I &amp; II Semester</td>
<td>Last week of June</td>
<td>Last week of July</td>
</tr>
<tr>
<td>III, IV, V and VI Semester</td>
<td>Last week of June</td>
<td>Last week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>Last week of October</td>
<td>Last week of November</td>
</tr>
</tbody>
</table>

Schedule of contact classes

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>III, IV, V and VI Semester</td>
<td>First week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>First week of November</td>
</tr>
</tbody>
</table>

Schedule of examinations

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>V and VI Semester</td>
<td>First week of April</td>
</tr>
<tr>
<td>III and IV Semester</td>
<td>Second and Third week of April</td>
</tr>
<tr>
<td>I and II Semester</td>
<td>Fourth week of April</td>
</tr>
</tbody>
</table>

vii) Evaluation

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

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Expenditure</th>
<th>Total for the SDE during 19-20 (25987 students) (Rs. in lakh)</th>
<th>Cost estimate for BBA programme (300 students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Pay and Allowance</td>
<td>435.00</td>
<td>502200</td>
</tr>
<tr>
<td>02</td>
<td>Contact classes and evaluation</td>
<td>80.00</td>
<td>400000</td>
</tr>
<tr>
<td>03</td>
<td>Course materials</td>
<td>100.00</td>
<td>215200</td>
</tr>
<tr>
<td>04</td>
<td>Advertisement charges</td>
<td>25.00</td>
<td>28800</td>
</tr>
<tr>
<td>05</td>
<td>Postage and telephone</td>
<td>7.4</td>
<td>8400</td>
</tr>
<tr>
<td>06</td>
<td>Books and Periodicals</td>
<td>3.5</td>
<td>3900</td>
</tr>
</tbody>
</table>
j) Quality assurance mechanism and expected programme outcomes

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

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

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

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

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

2. The School of Distance Education

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

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

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

3.1 Mission & Objectives

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

The programme aims at the following objectives:

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

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

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

Commerce education is nothing but business education. Bachelor of Commerce (B.Com) is one of the most sought programmes after 10+2 in Kerala. The B.Com programme of the University aims to construct a strong foundational grounding in core subjects such as Accounting, Taxation, Economics, Statistics, Auditing, along with a choice of Finance, Computer Application and Cooperation, studied in the third, fourth, fifth and sixth semester. It is designed to provide students with a wide range of managerial
skills, while at the same time building competence in a particular area of business. B.Com programme is suitable for students who are looking forward to a career in the modern business world. After successful completion, candidate may pursue career opportunities across accounting, finance, economic sectors, in either specialist or generalist roles or pursue higher academic courses. The programme is of three years duration. Each year is divided into two semesters. The students of this programme will get an opportunity to apply the concepts learned by professionally qualified and experienced faculty members. Students will be exposed to state-of-the-art teaching aids, library with an array of large number of books and journals on Commerce and industry orientation.

3.3 Nature of Prospective Target Group of Learners

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

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

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

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

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

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

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

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

3.5 Instructional Design

3.5.1 Curriculum Design

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

3.5.2 Programme Details

<table>
<thead>
<tr>
<th>SEM</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Number of Credits</th>
<th>CE (Marks)</th>
<th>ESE (Marks)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>EN 1111.2</td>
<td>Language Course I: (English-I)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>1111.2</td>
<td>Language Course II: (Addl. Language-I)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CO 1121</td>
<td>Foundation Course I: Methodology and Perspectives of Business Education</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CO 1141</td>
<td>Core Course I: Environmental Studies</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CO 1142</td>
<td>Core Course II: Functional Application of Management</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CO 1131</td>
<td>Complementary Course I: Managerial Economics</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td>19</td>
<td>120</td>
<td>480</td>
<td>600</td>
</tr>
<tr>
<td>II</td>
<td>EN 1211.2</td>
<td>Language Course III: (English II)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Hours</td>
<td>ECTS</td>
<td>%OE</td>
</tr>
<tr>
<td>---</td>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
<td>-------</td>
<td>------</td>
<td>-----</td>
</tr>
<tr>
<td>I</td>
<td>Language Course IV: (Addl. Language-II)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Foundation Course II: Informatics and Cyber Laws</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Core Course III: Business Communication and Office Management</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Core Course IV: Financial Accounting</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complementary Course II Business Regulatory Frame work</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>20</td>
<td>120</td>
<td>480</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Language Course V (English- III)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Core Course V: Entrepreneurship Development</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Core Course VI: Company Administration</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Core Course IV: Advanced Financial Accounting</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complementary III-Information Technology in Business</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective Course I Course from Elective Stream I/II/III</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>20</td>
<td>120</td>
<td>480</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>Language Course VI: (English IV)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Core Course VIII: Capital Market</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Core Course IX: Banking Theory and Practice</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Core Course X: Corporate Accounting</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complementary IV-Business Statistics</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective Course II: Course from Elective Stream I/II/III</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>21</td>
<td>120</td>
<td>480</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Number of Credits</td>
<td>CE (Marks)</td>
<td>ESE (Marks)</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>-------------------</td>
<td>------------</td>
<td>-------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>CO 1541</td>
<td>Core Course XI: Fundamentals of Income Tax</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>CO 1542</td>
<td>Core Course XII: Cost Accounting</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>CO 1543</td>
<td>Core Course XIII: Accounting For Specialised Institutions</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>CO 1551</td>
<td>Open Course: Fundamentals of Financial Accounting</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>CO 1561</td>
<td>Elective Course III: Course from Elective Stream I/II/III</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TO TAL</td>
<td>18</td>
<td>100</td>
<td>100</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>CO 1641</td>
<td>Core Course XIV: Auditing</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>CO 1642</td>
<td>Core Course XV: Applied Costing</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>CO 1643</td>
<td>Core Course XVI: Management Accounting</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>CO 1651</td>
<td>Open Course: Marketing Management</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>CO 1661</td>
<td>Elective Course IV: Course from Elective Stream I/II/III</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>CO 1644</td>
<td>Essay</td>
<td>4</td>
<td>-</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TO TAL</td>
<td>22</td>
<td>100</td>
<td>500</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRAND TOTAL</td>
<td>120</td>
<td>680</td>
<td>2820</td>
<td>3500</td>
<td></td>
</tr>
</tbody>
</table>

**ELECTIVE STREAMS**

**ELECTIVE I-FINANCE**

<table>
<thead>
<tr>
<th>SEM</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Number of Credits</th>
<th>CE (Marks)</th>
<th>ESE (Marks)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td>CO1361.1</td>
<td>Financial Management</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>IV</td>
<td>CO 1461.1</td>
<td>Project Finance</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>V</td>
<td>CO 1561.1</td>
<td>Financial Markets and Services</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>VI</td>
<td>CO 1661.1</td>
<td>Income Tax Law and Accounts</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>TO TAL</td>
<td></td>
<td>16</td>
<td>80</td>
<td>320</td>
<td>400</td>
</tr>
</tbody>
</table>

**ELECTIVE II-COPERATION**

<table>
<thead>
<tr>
<th>SEM</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Number of Credits</th>
<th>CE (Marks)</th>
<th>ESE (Marks)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td>CO1361.2</td>
<td>Principles of Co-operation</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>IV</td>
<td>CO 1461.2</td>
<td>Co-operative Management and Administration</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>SEM</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Number of Credits</th>
<th>CE (Marks)</th>
<th>ESE (Marks)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td>CO1361.5</td>
<td>Computer Application for Publications</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>IV</td>
<td>CO 1461.5</td>
<td>Software for Data Management</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>V</td>
<td>CO 1561.5</td>
<td>Web Design and Production for Business</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>VI</td>
<td>CO 1661.5</td>
<td>Computerised Accounting</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>TO TAL</td>
<td></td>
<td>16</td>
<td>80</td>
<td>320</td>
<td>400</td>
</tr>
</tbody>
</table>

OPEN COURSES

<table>
<thead>
<tr>
<th>SEM</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Number of Credits</th>
<th>CE (Marks)</th>
<th>ESE (Marks)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>V</td>
<td>CO1551</td>
<td>Fundamentals of Financial Accounting</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CO1661.6</td>
<td>Marketing Management</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
</tbody>
</table>

3.6 Duration of the Programme

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

3.7 Faculty and Support Staff Requirement

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

3.8 Instructional Delivery Mechanisms

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

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

3.10 Procedure for Admissions, Curriculum Transaction and Evaluation

3.10.1 Admission

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

3.10.2 Minimum Eligibility for Admission

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

3.10.3 Fee Structure

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

3.10.4 Financial Assistance

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

3.10.5 Programme Delivery

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

3.11 Academic Calendar

<table>
<thead>
<tr>
<th>Schedule of distribution of study materials</th>
<th>Course</th>
<th>Date</th>
<th>By Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMISSION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission Notification</td>
<td></td>
<td>First week of June</td>
<td></td>
</tr>
<tr>
<td>Closing date of Admission</td>
<td></td>
<td>Last week of September</td>
<td></td>
</tr>
<tr>
<td>III, IV, V and VI Semester</td>
<td></td>
<td>Last week of June</td>
<td>Last week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td></td>
<td>Last week of October</td>
<td>Last week of November</td>
</tr>
</tbody>
</table>
Schedule of contact classes

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>III, IV, V and VI Semester</td>
<td>First week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>First week of November</td>
</tr>
</tbody>
</table>

Schedule of examinations

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>V and VI Semester</td>
<td>First week of April</td>
</tr>
<tr>
<td>III and IV Semester</td>
<td>Second and Third week of April</td>
</tr>
<tr>
<td>I and II Semester</td>
<td>Fourth week of April</td>
</tr>
</tbody>
</table>

3.12 Evaluation

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

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

<table>
<thead>
<tr>
<th>Credit Requirements</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Accumulated minimum Credits required for successful completion of the Programme | 120
---|---
Minimum Credits for Language Courses | 22
Minimum Credits required for Foundation Courses | 5
Credits required for Core Courses including Project/ Dissertation Work/Essay/ Comprehensive Course | 61
Credits required for Complementary Courses | 12
Minimum Credits required for Open Courses | 2
Minimum Credits required for 2-22 Elective Courses | 18

3.13 Requirement of the Laboratory Support and Library Resources

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

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

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

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

3.15 Quality Assurance Mechanism and Expected Programme Outcomes

3.15.1 Quality Assurance Mechanism

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

<table>
<thead>
<tr>
<th>Course code</th>
<th>Credits</th>
<th>Course Name</th>
<th>CE</th>
<th>ESE</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1111.4</td>
<td>2</td>
<td>Speaking and listening</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>skills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MM1131.9</td>
<td>3</td>
<td>Mathematics I</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1121</td>
<td>3</td>
<td>Introduction to IT</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1131</td>
<td>3</td>
<td>Digital Electronics</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1141</td>
<td>4</td>
<td>Introduction to Programming</td>
<td></td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1142</td>
<td>3</td>
<td>Programming Lab – I</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1122</td>
<td>2</td>
<td>PC Software Lab</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>20</td>
<td>140</td>
<td>560</td>
</tr>
</tbody>
</table>

**Semester 2**

<table>
<thead>
<tr>
<th>Course code</th>
<th>Credits</th>
<th>Course Name</th>
<th>CE</th>
<th>ESE</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1211.4</td>
<td>2</td>
<td>Writing And Presentation Skills</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>MM1231.9</td>
<td>3</td>
<td>Mathematics</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1241</td>
<td>3</td>
<td>Environmental Studies</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1242</td>
<td>3</td>
<td>Object oriented</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>Course code</td>
<td>Credits</td>
<td>Course Name</td>
<td>CE</td>
<td>ESE</td>
<td>Total</td>
</tr>
<tr>
<td>-------------</td>
<td>---------</td>
<td>----------------------------------</td>
<td>----</td>
<td>-----</td>
<td>-------</td>
</tr>
<tr>
<td>CP1243</td>
<td>3</td>
<td>Data Structures</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1244</td>
<td>3</td>
<td>Programming Lab – II</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1245</td>
<td>3</td>
<td>Data Structure Lab</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>20</strong></td>
<td></td>
<td>140</td>
<td>560</td>
<td>700</td>
</tr>
</tbody>
</table>

**Semester 3**

<table>
<thead>
<tr>
<th>Course code</th>
<th>Credits</th>
<th>Course Name</th>
<th>CE</th>
<th>ESE</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP1331</td>
<td>3</td>
<td>Computer Oriented Numerical Methods</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1341</td>
<td>3</td>
<td>Computer Networks</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1342</td>
<td>3</td>
<td>Operating Systems</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1343</td>
<td>2</td>
<td>Computer Organization &amp; Architecture</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1344</td>
<td>3</td>
<td>Programming in JAVA</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1345</td>
<td>3</td>
<td>Programming Lab – IV</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1346</td>
<td>3</td>
<td>Numerical Methods Lab</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>20</strong></td>
<td></td>
<td>140</td>
<td>560</td>
<td>700</td>
</tr>
</tbody>
</table>

**Semester 4**

<table>
<thead>
<tr>
<th>Course code</th>
<th>Credits</th>
<th>Course Name</th>
<th>CE</th>
<th>ESE</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP1441</td>
<td>2</td>
<td>Introduction to Information Security</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1442</td>
<td>3</td>
<td>Visual Tools</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1443</td>
<td>3</td>
<td>Database Management Systems</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1444</td>
<td>3</td>
<td>Design and Analysis of Algorithms</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1445</td>
<td>3</td>
<td>System Software</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1446</td>
<td>3</td>
<td>Visual Tools Lab</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1447</td>
<td>3</td>
<td>Databases Lab</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>20</strong></td>
<td></td>
<td>140</td>
<td>560</td>
<td>700</td>
</tr>
</tbody>
</table>

**Semester 5**

<table>
<thead>
<tr>
<th>Course code</th>
<th>Credits</th>
<th>Course Name</th>
<th>CE</th>
<th>ESE</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP1541</td>
<td>3</td>
<td>Free and Open Source Softwares (FOSS)</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1542</td>
<td>3</td>
<td>Computer Graphics</td>
<td>80</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>CP1543</td>
<td>3</td>
<td>Internet Programming</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1551.1</td>
<td>2</td>
<td>Internet Technology</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1551.2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Open Course**

<table>
<thead>
<tr>
<th>Course code</th>
<th>Credits</th>
<th>Course Name</th>
<th>CE</th>
<th>ESE</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course code</td>
<td>Credits</td>
<td>Course Name</td>
<td>CE</td>
<td>ESE</td>
<td>Total</td>
</tr>
<tr>
<td>-------------</td>
<td>---------</td>
<td>------------------------------</td>
<td>-----</td>
<td>-----</td>
<td>-------</td>
</tr>
<tr>
<td>CP1551.3</td>
<td>3</td>
<td>Business Informatics</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1544</td>
<td>3</td>
<td>System Analysis &amp; Design</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1545</td>
<td>3</td>
<td>Internet Programming Lab</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CP1546</td>
<td>3</td>
<td>Computer Graphics Lab</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>20</strong></td>
<td></td>
<td><strong>140</strong></td>
<td><strong>560</strong></td>
<td><strong>700</strong></td>
</tr>
</tbody>
</table>

Semester 6

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

(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

<table>
<thead>
<tr>
<th>ADMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Notification</td>
</tr>
<tr>
<td>Closing date of Admission</td>
</tr>
</tbody>
</table>

Schedule of distribution of study materials

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>By Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>III, IV, V and VI Semester</td>
<td>Last week of June</td>
<td>Last week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>Last week of October</td>
<td>Last week of November</td>
</tr>
</tbody>
</table>

Schedule of contact classes

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>III, IV, V and VI Semester</td>
<td>First week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>First week of November</td>
</tr>
</tbody>
</table>

Schedule of examinations

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>V and VI Semester</td>
<td>First week of April</td>
</tr>
<tr>
<td>III and IV Semester</td>
<td>Second and Third week of April</td>
</tr>
<tr>
<td>I and II Semester</td>
<td>Fourth week of April</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Expenditure</th>
<th>Total for the SDE during 19-20 (25987 students) (Rs. in lakh)</th>
<th>Cost estimate for BCA programme (200 students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Pay and Allowance</td>
<td>435.00</td>
<td>400000</td>
</tr>
<tr>
<td>02</td>
<td>Contact classes and evaluation</td>
<td>80.00</td>
<td>75000</td>
</tr>
<tr>
<td>03</td>
<td>Course materials</td>
<td>100.00</td>
<td>185000</td>
</tr>
<tr>
<td>04</td>
<td>Advertisement charges</td>
<td>25.00</td>
<td>19240</td>
</tr>
<tr>
<td>05</td>
<td>Postage and telephone</td>
<td>7.4</td>
<td>5695</td>
</tr>
<tr>
<td>06</td>
<td>Books and Periodicals</td>
<td>3.5</td>
<td>2694</td>
</tr>
<tr>
<td>07</td>
<td>Miscellaneous</td>
<td>9.95</td>
<td>7657</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>660.85</td>
<td>695286</td>
</tr>
<tr>
<td></td>
<td>Provisions (6%)</td>
<td></td>
<td>41717</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>737003</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cost per student/year=Rs.3685</td>
</tr>
</tbody>
</table>

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

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

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

University of Kerala is one of the Universities in India having appointed permanent full time teaching faculty members for running the distance education programmes. The SDE
has 19 permanent faculty members and 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 too all, the programme Bachelor of Library and Information Science (B.L.I.Sc) provides a meaningful educational experience that meets current and emerging library, information and technology needs, and prepares students for productive roles in a variety of continually evolving information environments, or to continue their education..

(b) Objectives

The objectives of the Bachelor of Library and Information Science (B.L.I.Sc) are:

I. To give the students an understanding of the basic principles and fundamental laws of library and information science.

II. To enable the students to understand and appreciate the place and functions of different types of libraries in the changing social and educational setup; and

III. To give training to the students in the techniques and routines of modern library management.

Relevance of the Program with HEI’s Mission and Goals

Offered in the distance mode, Bachelor of Library and Information Science (B.L.I.Sc) will be closely aligned with the vision and mission of the University of Kerala, in vowing to ensure knowledge based, student focused, quality and cost conscious but socially responsible education.

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

Nature of Prospective Target Group of Learners

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

- Graduate pass outs who are seeking a career at library profession.
- Those who like to be a library professional.
• Diploma holders who seek graduation in library and information science.

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

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

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

1. Understanding Library: Knowledge of the philosophy and techniques of library service
2. IT Skills: The ability to use computer applications.
3. Software Skills: The ability to familiar with library automation softwares. And also understand various digital library softwares.
4. Library Management: The ability to manage all the activities of libraries.
5. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form

**Instructional Design**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Internal</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Assessment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(3 hrs.)</td>
</tr>
<tr>
<td>I</td>
<td>LISB41</td>
<td>Library and Society</td>
<td>25</td>
</tr>
<tr>
<td>I</td>
<td>LISB42</td>
<td>Library Management</td>
<td>25</td>
</tr>
<tr>
<td>I</td>
<td>LISB43</td>
<td>Library Classification and Cataloguing (Theory)</td>
<td>25</td>
</tr>
<tr>
<td>I</td>
<td>LISB44</td>
<td>Library Classification (Practical)</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>400</strong></td>
</tr>
<tr>
<td>II</td>
<td>LISB45</td>
<td>Information Sources, Services and Systems</td>
<td>25</td>
</tr>
<tr>
<td>II</td>
<td>LISB46</td>
<td>Information Technology (Theory)</td>
<td>25</td>
</tr>
<tr>
<td>II</td>
<td>LISB47</td>
<td>Information Technology (Practical)</td>
<td>25</td>
</tr>
<tr>
<td>II</td>
<td>LISB48</td>
<td>Library Cataloguing (Practical)</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>400</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Grand Total</strong></td>
<td></td>
<td><strong>800</strong></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>ADMISSION</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Notification</td>
<td>First week of June</td>
<td></td>
</tr>
<tr>
<td>Closing date of Admission</td>
<td>Last week of September</td>
<td></td>
</tr>
<tr>
<td>Schedule of distribution of study materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Date</td>
<td>By Post</td>
</tr>
<tr>
<td>III, IV Semester</td>
<td>Last week of June</td>
<td>Last week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>Last week of October</td>
<td>Last week of November</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule of contact classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>III, IV Semester</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule of examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>III and IV Semester</td>
</tr>
<tr>
<td>I and II Semester</td>
</tr>
</tbody>
</table>

### Financial Assistance

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

### Requirement of the Laboratory Support and Library Resources

Students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.

The SDE has a separate Library with more than 23,000 books. Library automation is done using LibSoft software which facilitates all in-house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 500/- has to be remitted by the students to obtain membership in the Library, of which Rs. 400/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.
Cost Estimate of the Programme and the Provisions (Base 2019-20)

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Expenditure</th>
<th>Total for the SDE during 19-20 (25987 students) (Rs. in lakh)</th>
<th>Cost estimate for B.LISc programme (200 students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Pay and Allowance</td>
<td>435.00</td>
<td>334782</td>
</tr>
<tr>
<td>02</td>
<td>Contact classes and evaluation</td>
<td>80.00</td>
<td>61569</td>
</tr>
<tr>
<td>03</td>
<td>Course materials</td>
<td>100.00</td>
<td>76962</td>
</tr>
<tr>
<td>04</td>
<td>Advertisement charges</td>
<td>25.00</td>
<td>19240</td>
</tr>
<tr>
<td>05</td>
<td>Postage and telephone</td>
<td>7.4</td>
<td>5695</td>
</tr>
<tr>
<td>06</td>
<td>Books and Periodicals</td>
<td>3.5</td>
<td>2694</td>
</tr>
<tr>
<td>07</td>
<td>Miscellaneous</td>
<td>9.95</td>
<td>7657</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>660.85</td>
<td>508599</td>
</tr>
<tr>
<td></td>
<td>Provisions (6%)</td>
<td></td>
<td>30516</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>539115</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cost per student/year=Rs.2695</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>567.33532</td>
</tr>
<tr>
<td></td>
<td>Provisions (6%)</td>
<td></td>
<td>836250</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>50175</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>886425</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cost per student/year=Rs.4432/-</td>
</tr>
</tbody>
</table>

Quality Assurance Mechanism

Quality in monitored through a continuous assessment system. The distance learning program would be monitored continuously by fulltime faculty in Library and Information Science available under school of distance education. The faculty members will continuously interact with students on strengthening the learning process.

Expected Programme Outcome

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

- Develop the capacity to maintain a full-fledged library.
- Motivate the awareness of library
- Eligible for higher studies in library science
- Process information by effective use of IT tools
- Develop an understanding of various library management tools
- Eligible for applying national and international jobs in Libraries
- Develop self-confidence and awareness of general issues prevailing in the society
**Note:** The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.
1. Program’s Mission and Objectives

Mission

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

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

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

Objectives

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

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

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

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

3. Nature of prospective target group of learners:

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

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

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

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

4. Instructional Design:

<table>
<thead>
<tr>
<th>Sem.</th>
<th>Course Code</th>
<th>Course Title</th>
<th>No. of Credits</th>
<th>CE (Marks)</th>
<th>ESE (Marks)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>EN 1111</td>
<td>Language Course I (English- I)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>M/H 1111</td>
<td>Language Course II</td>
<td></td>
<td>3 20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Addl. Language)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>EN 1121</td>
<td>Foundation Course- I</td>
<td>2 20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MM 1141</td>
<td>Core- I-Methods of Mathematics</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CO 1131</td>
<td>Complementary I - Fundamentals of Financial Accounting</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Credits</td>
<td>Hours</td>
<td>Hours</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------</td>
<td>---------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>ST 113.1</td>
<td>Complementary II- Descriptive Statistics and Introduction to probability</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>17</strong></td>
<td><strong>120</strong></td>
<td><strong>480</strong></td>
<td><strong>600</strong></td>
<td></td>
</tr>
</tbody>
</table>

**II**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Hours</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 1211</td>
<td>Language Course III (English II)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>EN 1212</td>
<td>Language Course IV (English III)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>M/H 1211</td>
<td>Language Course V (Addl. Language II)</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>MM 1221</td>
<td>Foundations of Mathematics</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CO 1231</td>
<td>Complementary III- Advanced Financial Accounting</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>ST 1231.1</td>
<td>Complementary IV- Random variables</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>18</strong></td>
<td><strong>120</strong></td>
<td><strong>480</strong></td>
<td><strong>600</strong></td>
</tr>
</tbody>
</table>

**III**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Hours</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 1311</td>
<td>Language Course VI (English- IV)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>M/H 1311</td>
<td>Language Course VII (Addl. Language III)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>MM 1341</td>
<td>Core III - Algebra &amp; Calculus-I</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CO 1331</td>
<td>Complementary V-Cost Accounting</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>ST 1331.1</td>
<td>Complementary VI-Probability distribution and theory of estimation</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>18</strong></td>
<td><strong>100</strong></td>
<td><strong>400</strong></td>
<td><strong>500</strong></td>
</tr>
</tbody>
</table>

**IV**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Hours</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 1411</td>
<td>Language Course VIII (English V)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>M/H 1411</td>
<td>Language Course IX (Addl. Language IV)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>MM 1441</td>
<td>Core IV-Algebra &amp; Calculus-II</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CO 1431.1</td>
<td>Complementary VIII - e-Commerce</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Lectures</td>
<td>Tutorials</td>
<td>Exams</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
<td>----------</td>
<td>-----------</td>
<td>-------</td>
</tr>
<tr>
<td>CO 1431.2</td>
<td>Complementary IX-Management Accounting</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>ST 1431.1</td>
<td>Complementary VIII- Testing of hypothesis and analysis of variance</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>ST 1432.1</td>
<td>Complementary practical using excel</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>25</strong></td>
<td><strong>140</strong></td>
<td><strong>560</strong></td>
<td><strong>700</strong></td>
</tr>
<tr>
<td>V MM 1 5 4 1</td>
<td>Core VI- Real Analysis I</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>MM 1 5 4 2</td>
<td>Core VII Complex Analysis I</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>MM 1 5 4 3</td>
<td>Core VIII - Differential Equations</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>MM 1 5 4 4</td>
<td>Core IX - Vector Analysis</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>MM 1 5 4 5</td>
<td>Core X-Abstract Algebra I</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>MM 1 5 5 1</td>
<td>Open Course-</td>
<td>2</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>MM 1 6 4 6</td>
<td>Project Work</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>21</strong></td>
<td><strong>120</strong></td>
<td><strong>480</strong></td>
<td><strong>600</strong></td>
</tr>
<tr>
<td>VI MM 1 6 4 1</td>
<td>Core XI - Real Analysis II</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>MM 1 6 4 2</td>
<td>Core XII - Linear Algebra</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>MM 1 6 4 3</td>
<td>Core XIII- Complex Analysis II</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>MM 1 6 4 4</td>
<td>Core -14 Abstract Algebra II</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>MM 16 45</td>
<td>Computer Programming (Practical)</td>
<td>4</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>MM 1 6 61</td>
<td>Elective Course-Graph Theory</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>MM 1646</td>
<td>Project</td>
<td>4</td>
<td>80+20 (Viva)</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>26</strong></td>
<td><strong>120</strong></td>
<td><strong>580</strong></td>
<td><strong>700</strong></td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th></th>
<th>ADMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Notification</td>
<td>First week of June</td>
</tr>
<tr>
<td>Closing date of Admission</td>
<td>Last week of September</td>
</tr>
<tr>
<td>Schedule of distribution of study materials</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Date</td>
</tr>
<tr>
<td>III, IV, V and VI Semester</td>
<td>Last week of June</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>Last week of October</td>
</tr>
<tr>
<td>Schedule of contact classes</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Schedule</td>
</tr>
<tr>
<td>III, IV, V and VI Semester</td>
<td>First week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>First week of November</td>
</tr>
<tr>
<td>Schedule of examinations</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Schedule</td>
</tr>
<tr>
<td>V and VI Semester</td>
<td>First week of April</td>
</tr>
</tbody>
</table>
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)

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

Mission

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

Objectives

i. To provide students with the knowledge in the fields of information technology and management it develops students with a requisite professional skills and problem solving abilities for pursuing a career in software industry.

ii. To be a foundation graduate programme this will act as a feeder course for higher studies in the area of Computer Science/Applications.

iii. To prepare students with the necessary skills to enter in technological fields such as system programming, technical support etc.

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

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

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

(c) Nature of prospective target group of learners

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

Understanding the needs of the learners we have structured our learning material and induction programmes to lead the fresh learners through the threshold of higher education, and lead them through the course of the programme and the final evaluation.
(d) Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:

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

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


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

4. Database Management - Able to create and manage databases.

5. Analytical and Logical skills - Ability to identify a problem and coming up with a most suitable technological solution to address it.

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

(e) Instructional Design:

Instructional Design:

**SCHEME AND DISTRIBUTION OF MARKS**

**Semester 1**

<table>
<thead>
<tr>
<th>Course code</th>
<th>Credits</th>
<th>Course Name</th>
<th>CE</th>
<th>ESE</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1111.4</td>
<td>2</td>
<td>Speaking and listening skills</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>MM1131.10</td>
<td>3</td>
<td>Mathematics I</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1121</td>
<td>2</td>
<td>Introduction to IT</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1131</td>
<td>3</td>
<td>Digital Electronics</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1141</td>
<td>4</td>
<td>Introduction to Programming</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1142</td>
<td>3</td>
<td>Programming Lab – I</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1132</td>
<td>3</td>
<td>Digital Electronics Lab</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>20</strong></td>
<td></td>
<td><strong>140</strong></td>
<td><strong>560</strong></td>
<td><strong>700</strong></td>
</tr>
</tbody>
</table>

**Semester 2**

<table>
<thead>
<tr>
<th>Course code</th>
<th>Credits</th>
<th>Course Name</th>
<th>CE</th>
<th>ESE</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN1211.4</td>
<td>2</td>
<td>Writing and Presentation Skills</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>MM1231.10</td>
<td>3</td>
<td>Mathematics II</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1221</td>
<td>3</td>
<td>Environmental Studies</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1241</td>
<td>3</td>
<td>Data Structures</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1242</td>
<td>3</td>
<td>Object Oriented Programming</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1243</td>
<td>3</td>
<td>Programming Lab – II</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1244</td>
<td>3</td>
<td>Data Structures Lab</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>20</strong></td>
<td></td>
<td><strong>140</strong></td>
<td><strong>560</strong></td>
<td><strong>700</strong></td>
</tr>
</tbody>
</table>
### Semester 3

<table>
<thead>
<tr>
<th>Course code</th>
<th>Credits</th>
<th>Course Name</th>
<th>CE</th>
<th>ESE</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS1341</td>
<td>2</td>
<td>Computer Organization &amp; Architecture</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1342</td>
<td>3</td>
<td>Software Engineering</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1343</td>
<td>3</td>
<td>Operating Systems</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1344</td>
<td>3</td>
<td>Internet Programming</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1345</td>
<td>3</td>
<td>Microprocessors &amp; Peripherals</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1346</td>
<td>3</td>
<td>Programming Lab – III</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1347</td>
<td>3</td>
<td>Internet Programming–Lab</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>20</strong></td>
<td></td>
<td><strong>140</strong></td>
<td><strong>560</strong></td>
<td><strong>700</strong></td>
</tr>
</tbody>
</table>

### Semester 4

<table>
<thead>
<tr>
<th>Course code</th>
<th>Credits</th>
<th>Course Name</th>
<th>CE</th>
<th>ESE</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS1441</td>
<td>3</td>
<td>Design And Analysis of Algorithms</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1442</td>
<td>3</td>
<td>Database Management Systems</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1443</td>
<td>3</td>
<td>Computer Networks</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1444</td>
<td>3</td>
<td>Programming in Java</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1445</td>
<td>2</td>
<td>Minor Project</td>
<td>-</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>CS1446</td>
<td>3</td>
<td>Programming Lab – IV</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1447</td>
<td>3</td>
<td>Databases Lab</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>20</strong></td>
<td></td>
<td><strong>120</strong></td>
<td><strong>580</strong></td>
<td><strong>700</strong></td>
</tr>
</tbody>
</table>

### Semester 5

<table>
<thead>
<tr>
<th>Course code</th>
<th>Credits</th>
<th>Course Name</th>
<th>CE</th>
<th>ESE</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS1541</td>
<td>3</td>
<td>Free and Open Source Softwares (Foss)</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1542</td>
<td>3</td>
<td>System Software</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1543</td>
<td>3</td>
<td>Computer Graphics</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1551.1</td>
<td>3</td>
<td>Internet Technology</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1551.2</td>
<td></td>
<td>Linux Environment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS1551.3</td>
<td></td>
<td>Business Informatics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS1561.1</td>
<td>3</td>
<td>Multimedia Systems</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1561.2</td>
<td></td>
<td>Bioinformatics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS1561.3</td>
<td></td>
<td>Trends in Computing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS1544</td>
<td>3</td>
<td>Computer Graphics Lab</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>CS1545</td>
<td>3</td>
<td>Free and Open Source Software (Foss) Lab</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>20</strong></td>
<td></td>
<td><strong>140</strong></td>
<td><strong>560</strong></td>
<td><strong>700</strong></td>
</tr>
</tbody>
</table>
Semester 6

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

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

<table>
<thead>
<tr>
<th>ADMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Notification</td>
</tr>
<tr>
<td>Closing date of Admission</td>
</tr>
<tr>
<td>Schedule of distribution of study materials</td>
</tr>
<tr>
<td>Course</td>
</tr>
<tr>
<td>III, IV, V and VI Semester</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Schedule of contact classes</td>
</tr>
<tr>
<td>Course</td>
</tr>
<tr>
<td>III, IV, V and VI Semester</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
</tr>
<tr>
<td>Schedule of examinations</td>
</tr>
<tr>
<td>Course</td>
</tr>
<tr>
<td>V and VI Semester</td>
</tr>
<tr>
<td>III and IV Semester</td>
</tr>
<tr>
<td>I and II Semester</td>
</tr>
</tbody>
</table>

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

Financial Assistance

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

Programme Delivery

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

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

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

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.
1. University of Kerala

The University of Kerala is a State university located in Thiruvananthapuram, the capital city of Kerala. University of Kerala is the first University in the State, originally established as the University of Travancore in 1937 and is the 16th oldest University of the country. The present territorial jurisdiction of the University extends to the revenue districts of Thiruvananthapuram, Kollam, Alapuzha and Pathanamthitta. The University of Kerala is offering courses in regular as well as distance mode. In regular mode the University offers wide range of programmes at the undergraduate, post graduate, MPhil, doctoral, 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 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) Appropriateueness 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**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Paper Code</th>
<th>Title of the Paper</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>EC 211</td>
<td>Micro Economics I</td>
<td>25  75  100</td>
</tr>
<tr>
<td>I</td>
<td>EC 212</td>
<td>Economics of Growth and Development</td>
<td>25  75  100</td>
</tr>
<tr>
<td>I</td>
<td>EC 213</td>
<td>Indian Economic Policy I</td>
<td>25  75  100</td>
</tr>
<tr>
<td>I</td>
<td>EC 214</td>
<td>Quantitative Methods</td>
<td>25  75  100</td>
</tr>
<tr>
<td>II</td>
<td>EC 221</td>
<td>Micro Economics II</td>
<td>25  75  100</td>
</tr>
<tr>
<td>II</td>
<td>EC 222</td>
<td>Economics of Social Sector and Environment</td>
<td>25  75  100</td>
</tr>
<tr>
<td>II</td>
<td>EC 223</td>
<td>Indian Economic Policy (Kerala's Economy) II</td>
<td>25  75  100</td>
</tr>
<tr>
<td>II</td>
<td>EC 224</td>
<td>Research Methodology and Econometrics</td>
<td>25  75  100</td>
</tr>
<tr>
<td>III</td>
<td>EC 231</td>
<td>Macro Economics I</td>
<td>25  75  100</td>
</tr>
<tr>
<td>III</td>
<td>EC 232</td>
<td>International Economics I</td>
<td>25  75  100</td>
</tr>
<tr>
<td>III</td>
<td>EC 233</td>
<td>Public Economics</td>
<td>25  75  100</td>
</tr>
<tr>
<td>III</td>
<td>EC 201</td>
<td>Optional Paper (Agricultural Economics)</td>
<td>25  75  100</td>
</tr>
<tr>
<td>III</td>
<td>EC 241</td>
<td>Macro Economics II</td>
<td>25  75  100</td>
</tr>
</tbody>
</table>
f. Duration of the programme
4 Semesters, two years.

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

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

i. Procedure for admissions, curriculum transaction and evaluation:
Applications for admission are received online. Detailed information regarding admission is available in the website of SDE and admission notifications are issued in leading national and regional dailies.

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

j. Academic Calendar

<table>
<thead>
<tr>
<th>ADMISSION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Notification</td>
<td>First week of June</td>
</tr>
<tr>
<td>Closing date of Admission</td>
<td>Last week of September</td>
</tr>
</tbody>
</table>
Schedule of distribution of study materials

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>By Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>III, IV Semester</td>
<td>Last week of June</td>
<td>Last week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>Last week of October</td>
<td>Last week of November</td>
</tr>
</tbody>
</table>

Schedule of contact classes

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>III &amp; IV Semester</td>
<td>First week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>First week of November</td>
</tr>
</tbody>
</table>

Schedule of examinations

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>III and IV Semester</td>
<td>First week of April</td>
</tr>
<tr>
<td>I and II Semester</td>
<td>Second and Third week of April</td>
</tr>
</tbody>
</table>

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 15 days. 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

<table>
<thead>
<tr>
<th>Components</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment</td>
<td>15</td>
</tr>
<tr>
<td>Test Course/Practicum/ Case Analysis</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>25</strong></td>
</tr>
</tbody>
</table>

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):

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

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.
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\textsuperscript{th} 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 MA English 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 MA English 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.
Appropriateness of the programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:

The MA 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 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

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 MA 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.
(f) Programme Details

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

(g) Duration of the programme

Four Semesters, two years.

(h) Faculty and support staff requirement

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

(i) Instructional delivery mechanisms

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

(j) Student Support Service Systems at SDE

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

(k) Procedure for admissions, curriculum transaction and evaluation

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

(l) Minimum Eligibility for Admission

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

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

(n) Financial Assistance

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

(o) Programme Delivery

The programme is being delivered with the help of SLM and Personal Contact 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

<table>
<thead>
<tr>
<th>Schedule of distribution of study materials</th>
<th>Course</th>
<th>Date</th>
<th>By Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMISSION</td>
<td>III, IV Semester</td>
<td>Last week of June</td>
<td>Last week of July</td>
</tr>
<tr>
<td></td>
<td>I &amp; II Semester</td>
<td>Last week of October</td>
<td>Last week of November</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule of contact classes</th>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>III &amp; IV Semester</td>
<td>First week of July</td>
</tr>
<tr>
<td></td>
<td>I &amp; II Semester</td>
<td>First week of November</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule of examinations</th>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>III and IV Semester</td>
<td>First week of April</td>
</tr>
<tr>
<td></td>
<td>I and II Semester</td>
<td>Second and Third week of April</td>
</tr>
</tbody>
</table>

(q) Evaluation

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

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

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

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

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

Minimum attendance required for attending ESE will be 50%. However those who cannot secure the required percentage of attendance can appear for ESE by paying a condonation fee fixed by the University. Examinations for odd and even semesters will be conducted together towards the end of every academic year.

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

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

<table>
<thead>
<tr>
<th>Scheme of Evaluation Continuous Assessment (CA) Total marks: 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation of Marks for Each Component</td>
</tr>
<tr>
<td>Components</td>
</tr>
<tr>
<td>Assignment</td>
</tr>
<tr>
<td>Test Course/Practicum/ Case Analysis</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

End Semester Evaluation (ESE): 75 marks

(r) Requirement of the laboratory support and Library Resources

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

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

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

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Expenditure</th>
<th>Total for the SDE during 19-20 (25987 students) (Rs. in lakhs)</th>
<th>Cost estimate for M.A English programme (600 students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Pay and Allowance</td>
<td>435.00</td>
<td>1804400</td>
</tr>
<tr>
<td>02</td>
<td>Contact classes and evaluation</td>
<td>80.00</td>
<td>184707</td>
</tr>
<tr>
<td>03</td>
<td>Course materials</td>
<td>100.00</td>
<td>23088</td>
</tr>
<tr>
<td>04</td>
<td>Advertisement charges</td>
<td>25.00</td>
<td>57721</td>
</tr>
<tr>
<td>05</td>
<td>Postage and telephone</td>
<td>7.4</td>
<td>17085</td>
</tr>
</tbody>
</table>
5. Quality Assurance Mechanism and Expected Programme Outcomes

5.1 Quality Assurance Mechanism

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

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

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

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

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

i. Governance, leadership and management

ii. Articulation of higher educational institutions objectives

iii. Programme development and approval processes

iv. Infrastructure resources

v. Learning environment and learner support

vi. Assessment & evaluation of learning outcomes

vii. Teaching quality and staff development

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

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

5.2 Expected Programme Outcomes

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

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

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

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

2. The School of Distance Education

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

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

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

3. Details of the Proposed 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

<table>
<thead>
<tr>
<th>Semester Code</th>
<th>Title of the paper</th>
<th>hrs./week</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>L</td>
<td>P</td>
</tr>
<tr>
<td>I HL 1101</td>
<td>Ancient Poetry: Early and Riti Periods</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>HL 1102</td>
<td>Novel and Short Story</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>HL 1103</td>
<td>History of Hindi Literature: Early and Medieval Periods</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>HL 1104</td>
<td>Indian and Western Literary Thoughts</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>II HL 1105</td>
<td>Medieval Poetry: Bhakti Period</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>HL 1106</td>
<td>Linguistics and History of Hindi Language</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>HL 1107</td>
<td>History of Hindi Literature: Modern Period</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>HL 1108</td>
<td>Functional Hindi</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>II HL 1209</td>
<td>Modern Poetry up to Pragativad</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>HL 1210</td>
<td>Prose: Essay and other prose forms</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>HL 1211</td>
<td>Indian Literature</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>HL 1212A</td>
<td>Special Author: Premchand</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>IV HL 1213</td>
<td>Modern Poetry: Since prayogvad</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>HL 1214</td>
<td>Drama &amp; One act Plays</td>
<td>25</td>
<td>75</td>
</tr>
</tbody>
</table>
Translation and Structural Grammar  
HL1215  
25  75100

South Indian Literature (With Special reference to Kerala)  
HL1216  
25  75100

Dissertation / Essay  
HL1217  
(80+20)  100

Viva Voce  

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) and on the admission website (www.de.keralauniversity.ac.in). Students seeking admission shall apply online.

(l) Minimum Eligibility for Admission  
Eligibility for admission to M A Hindi Language and Literature is a pass in B A with Hindi Language as optional Main under part III securing not less than 45% marks for that part or BA /BSc with Hindi as additional language under part II securing not less than 50% marks for that part / B A Functional Hindi (Vocational) OR B A with Hindi as core course securing not less
than 4.5 CCPA(S)/out of 10 or B A /B Sc with Hindi as additional language course securing not less than 5 CCPA out 10 for additional language course /B A Functional Hindi (Vocational), OR B A with Hindi as core course not less than 1.8 CGPA (S)/out of 4 or B A /B Sc with Hindi as additional language course securing not less than 2CGPA out of 4 additional language course /B A Functional Hindi (vocational).

(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

<table>
<thead>
<tr>
<th>ADMISSION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Notification</td>
<td>First week of June</td>
</tr>
<tr>
<td>Closing date of Admission</td>
<td>Last week of September</td>
</tr>
</tbody>
</table>

Schedule of distribution of study materials

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>By Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>III, IV Semester</td>
<td>Last week of June</td>
<td>Last week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>Last week of October</td>
<td>Last week of November</td>
</tr>
</tbody>
</table>

Schedule of contact classes

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>II &amp; IV Semester</td>
<td>First week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>First week of November</td>
</tr>
</tbody>
</table>

Schedule of examinations

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>III and IV Semester</td>
<td>First week of April</td>
</tr>
<tr>
<td>I and II Semester</td>
<td>Second and Third week of April</td>
</tr>
</tbody>
</table>
(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)

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

5. Quality Assurance Mechanism and Expected Programme Outcomes

5.1 Quality Assurance Mechanism

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

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

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

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

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

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

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

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

6. Expected Programme Outcomes

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

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

- Develop social and cultural conscious, critical thinking, enhancing the values of justice, equality and liberty.
- Develop an ability to teach Hindi for UG and PG programmes in Colleges and Universities or undertake research leading to MPhil or PhD in Hindi language and literature.
- Write competitive examinations for securing jobs as teachers, official language officers, Hindi officers in government or other public/private sectors etc.
- Develop self-confidence and awareness of general issues prevailing in the society.

**Note:** The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.
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 of Kerala. University of Kerala is the first University in the State, originally established as the University of Travancore in 1937 and is the 16th oldest University of the country. The present territorial jurisdiction of the University extends to the revenue districts of Thiruvananthapuram, Kollam, Alapuzha and Pathanamthitta. The University of Kerala is offering courses in regular as well as distance mode. In regular mode the University offers a 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...
3. Details of the Proposed MAMalayalam Programme

3.1 Programme’s Mission & Objectives

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

- 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.
- To impart skills to critically evaluate and appreciate literary works, to extend this ability to other cultural and artistic forms.
- To impart and fine tune Malayalam language skills essential for employability and for vertical professional mobility.

3.2 Relevance of the Programme with HEI’s Mission and Goals

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

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

3.3 Nature of Prospective Target Group of Learners

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

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

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

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

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

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

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

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

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

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

3.5 Instructional Design

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

3.5.1 Programme Details

<table>
<thead>
<tr>
<th>Semester</th>
<th>Paper Code</th>
<th>Title of the Paper</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>CE</td>
</tr>
<tr>
<td>I</td>
<td>ML 211</td>
<td>Pracheena sahithyam</td>
<td>25</td>
</tr>
<tr>
<td>I</td>
<td>ML 212</td>
<td>Madhyakala sahithyam</td>
<td>25</td>
</tr>
<tr>
<td>I</td>
<td>ML 213</td>
<td>Kerala samskaram</td>
<td>25</td>
</tr>
<tr>
<td>I</td>
<td>ML 214</td>
<td>Malayala vyakaranam, Gaveshana reethishaasthram</td>
<td>25</td>
</tr>
<tr>
<td>II</td>
<td>ML 221</td>
<td>Adhunika sahithyam-Gadhyam</td>
<td>25</td>
</tr>
<tr>
<td>II</td>
<td>ML 222</td>
<td>Adhunika sahithyam-Padhyam</td>
<td>25</td>
</tr>
</tbody>
</table>
3.5.2 Duration of the Programme

Four Semesters, two years.

3.5.3 Faculty and Support Staff Requirement

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

3.5.4 Instructional Delivery Mechanisms

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

3.5.5 Student Support Service Systems at SDE

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

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

3.6.2 Minimum Eligibility for Admission

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

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

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

3.6.3 Fee Structure

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

3.6.4 Financial Assistance

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

3.6.5 Programme Delivery

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

3.6.6 Academic Calendar

| ADMISSION |
|-----------------|-----------------|
| Admission Notification | First week of June |
| Closing date of Admission | Last week of September |
| Schedule of distribution of study materials |
### 3.6.7 Evaluation

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

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

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

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

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

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

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

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

3.7 Requirement of the Laboratory Support and Library Resources

A laboratory hour is not mandatory for MA 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.

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

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

3.9 Quality Assurance Mechanism and Expected Programme Outcomes

3.9.1 Quality Assurance Mechanism

The University Board of Studies for FDP Malayalam programmes approves and reviews the syllabus, course content, and the Self Learning Material of MA 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 MA Malayalam programme to enhance its standards of curriculum, instructional design etc.

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

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

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

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

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

3.9.2 Expected Programme Outcomes

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

- Develop an ability to 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.
(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**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Paper code</th>
<th>Title of paper</th>
<th>Maximum marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>CE</td>
</tr>
<tr>
<td>I</td>
<td>SO2.1.1</td>
<td>Development of Sociology as a Discipline</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>SO2.1.2</td>
<td>Theoretical Foundations in Sociology</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>SO2.1.3</td>
<td>Perspectives on Indian Society</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>SO2.1.4</td>
<td>Social Research Methods-I</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>SO2.2.1</td>
<td>Sociology of Development</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>SO2.2.2</td>
<td>Social Policy and Planning</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>SO2.2.3</td>
<td>Social Research Methods-II</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>SO2.2.4</td>
<td>Sociology of Marginalized Communities</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>SO2.3.1</td>
<td>Theoretical Perspectives in Modern sociology</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>SO2.3.2</td>
<td>Rural Planning and Development</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>SO2.3.3</td>
<td>Social Statistics</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>SO2.3.4B</td>
<td>Population and Society</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>SO2.4.1</td>
<td>Current Debates in Social Theory</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>SO2.4.2</td>
<td>Gender and Society</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>SO2.4.3B</td>
<td>Sociology of Childhood</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>SO2.4.4B</td>
<td>Sociology of Health</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>SO2.4.5</td>
<td>Dissertation + Viva Orge ner a l essa y</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td>SO2.4.6</td>
<td>Comprehensive Viva -voce</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Grand total</strong></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ADMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Notification</td>
</tr>
<tr>
<td>Closing date of Admission</td>
</tr>
</tbody>
</table>

Schedule of distribution of study materials

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>By Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>III, IV Semester</td>
<td>Last week of June</td>
<td>Last week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>Last week of October</td>
<td>Last week of November</td>
</tr>
</tbody>
</table>

Schedule of contact classes

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>III &amp; IV Semester</td>
<td>First week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>First week of November</td>
</tr>
</tbody>
</table>

Schedule of examinations

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
</table>
### 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.

**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.

**Cost estimate of the programme and the provisions:**

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Expenditure</th>
<th>Total for the SDE during 19-20 (25987 students) (Rs. in lakh)</th>
<th>Cost estimate for MA Sociology programme (350 students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Pay and Allowance</td>
<td>435.00</td>
<td>1502200</td>
</tr>
<tr>
<td>02</td>
<td>Contact classes and evaluation</td>
<td>80.00</td>
<td>92100</td>
</tr>
<tr>
<td>03</td>
<td>Course materials</td>
<td>100.00</td>
<td>115200</td>
</tr>
<tr>
<td>04</td>
<td>Advertisement charges</td>
<td>25.00</td>
<td>28800</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Amount</td>
<td>Rate</td>
</tr>
<tr>
<td>----</td>
<td>------------------------------</td>
<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td>05</td>
<td>Postage and telephone</td>
<td>7.4</td>
<td>8400</td>
</tr>
<tr>
<td>06</td>
<td>Books and Periodicals</td>
<td>3.5</td>
<td>3900</td>
</tr>
<tr>
<td>07</td>
<td>Miscellaneous</td>
<td>9.95</td>
<td>11400</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>660.85</td>
<td>176200</td>
</tr>
<tr>
<td></td>
<td>Provisions (6%)</td>
<td></td>
<td>105720</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td>1867720</td>
</tr>
</tbody>
</table>

(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.
1. University of Kerala

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

2. The School of Distance Education

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

- Democratizing higher education to large segments of the population, in particular the disadvantaged groups like those living in remote and rural areas, working people, and women.
- Providing an innovative system of university-level education which is both flexible and open in terms of methods, pace of learning, eligibility for enrollment and age of entry.
- Providing an opportunity for up-gradation of skills and qualifications.
- Developing education as a lifelong activity to enable persons to update their knowledge or acquire knowledge in new areas.
University of Kerala is one of the Universities in India having appointed permanent full time teaching faculty members for running the distance education programmes. The SDE has 19 permanent faculty members and 8 full time contract faculty members with diverse academic backgrounds and rich experience in the rank of Professors, Associate Professors and Assistant Professors. The school had recognition of the erstwhile Distance Education Council (DEC) for 45 programmes till 2014-15. In line with the efforts of the UGC to 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

3.1 Mission

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

3.2 Objectives

1. To enable every student to cope up with the latest developments in business and accounting in the contemporary, national and global level through effective transaction of the curricular and co-curricular aspects.

2. To produce commerce post graduates with the required skills, problem solving ability and professionalism essential for being successful.

3. To ensure all-round development of the students’ personality through proper education and exposure to the vast treasure of knowledge.

4. To provide exposure to learners in the latest trends in the branch of Commerce, and competence and creativity to face global challenges.

5. To develop entrepreneurship and managerial skills in 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 them to improve their presentation skills through mandatory assignments and seminars.
7. Instructional Design

7.1 Curriculum Design

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

8. Programme Details

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Title of Course</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>CA</td>
</tr>
<tr>
<td>I</td>
<td>CO2 11</td>
<td>Contemporary Management Concepts and Thoughts</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>CO2 12</td>
<td>Management Information System</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>CO2 13</td>
<td>Research Methodology</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>CO2 14</td>
<td>Planning and Development Administration</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>CO2 15</td>
<td>Advanced Corporate Accounting</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td>125</td>
</tr>
<tr>
<td>II</td>
<td>CO2 21</td>
<td>E-Business and Cyber laws</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>CO2 22</td>
<td>Business Ethics and Corporate Governance</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>CO2 23</td>
<td>Quantitative Techniques</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>CO2 24</td>
<td>International Business</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>CO2 25</td>
<td>Strategic Management</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td>125</td>
</tr>
<tr>
<td>III</td>
<td>CO2 21</td>
<td>Income tax Planning and Management</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>CO2 22</td>
<td>Security Analysis and Portfolio Management</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>CO2 23</td>
<td>Strategic Financial Management</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>CO2 24</td>
<td>Advanced Cost and</td>
<td>25</td>
</tr>
</tbody>
</table>
Management Accounting

<table>
<thead>
<tr>
<th></th>
<th>Management Accounting</th>
<th>100</th>
<th>300</th>
<th>400</th>
</tr>
</thead>
<tbody>
<tr>
<td>IV CO2</td>
<td>Indirect Tax Laws and practices</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>International Finance</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Management Optimization Techniques</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Financial Statements-Interpretation and Reporting</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>100</td>
<td>300</td>
<td>400</td>
</tr>
<tr>
<td></td>
<td>Project Report/ Essay</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Comprehensive Viva</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
<td>2000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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,
13. Procedure for Admissions, Curriculum Transaction and Evaluation

13.1 Admission

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

13.2 Minimum Eligibility for Admission

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

13.3 Personal Contact Programme

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

13.4 Evaluation

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

13.5 Academic Calendar

<table>
<thead>
<tr>
<th>ADMISSION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Notification</td>
<td>First week of June</td>
</tr>
<tr>
<td>Closing date of Admission</td>
<td>Last week of September</td>
</tr>
<tr>
<td>Schedule of distribution of study materials</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Date</td>
</tr>
<tr>
<td>III, IV Semester</td>
<td>Last week of June</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>Last week of October</td>
</tr>
</tbody>
</table>

Schedule of contact classes

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>III &amp; IV Semester</td>
<td>First week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>First week of November</td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>S1.No</th>
<th>Expenditure</th>
<th>Total for the SDE during 19-20 (25987 students) (Rs. in lakh)</th>
<th>Cost estimate for M.Com programme (2000 students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Pay and Allowance</td>
<td>435.00</td>
<td>3348000</td>
</tr>
<tr>
<td>02</td>
<td>Contact classes and evaluation</td>
<td>80.00</td>
<td>614000</td>
</tr>
<tr>
<td>03</td>
<td>Course materials</td>
<td>100.00</td>
<td>768000</td>
</tr>
<tr>
<td>04</td>
<td>Advertisement charges</td>
<td>25.00</td>
<td>192000</td>
</tr>
<tr>
<td>05</td>
<td>Postage and telephone</td>
<td>7.4</td>
<td>56000</td>
</tr>
<tr>
<td>06</td>
<td>Books and Periodicals</td>
<td>3.5</td>
<td>26000</td>
</tr>
<tr>
<td>07</td>
<td>Miscellaneous</td>
<td>9.95</td>
<td>76000</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>660.85</td>
<td>10606000</td>
</tr>
<tr>
<td></td>
<td>Provisions (6%)</td>
<td></td>
<td>636360</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>11242360</td>
</tr>
</tbody>
</table>

16. Quality Assurance Mechanism and Expected Programme Outcomes

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

(a) Established a Centre for Internal Quality Assurance (CIQA) at the University level to develop and put in place a comprehensive and dynamic internal quality assurance system to enhance the quality of the programmes offered through distance mode as per the norms and guidelines of the University Grants Commission (Open and Distance Learning) Regulations, 2017.
(b) The CIQA is periodically conducting institutional quality audits, to promote quality assurance and enhance as well as spread best- in-class practices of quality assurance. The CIQA conducts the quality audit by addressing the following seven broad areas, namely:

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

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

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

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

16.2 Expected Programme Outcomes

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

- Develop an ability to teach Commerce for UG and PG programmes in Colleges and Universities or undertake research leading to MPhil or PhD in Commerce.
- Write competitive examinations for securing lucrative jobs as teachers, finance managers, officers in government or other public/ private sectors etc.
- Appreciate importance of working independently and in a team
- Have exposure of complex commerce problems and find their solution
- Prepare business plans and projects effectively using quantitative and statistical techniques.
- Understand required analytical and statistical tools for financial and accounting analysis
- Develop an understanding of various commerce functions such as finance, accounting, auditing, taxation, investment analysis, financial analysis, project preparation and evaluation, and cost accounting
- Develop self-confidence and awareness of general issues prevailing in the society.
**Note:** The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.
UNIVERSITY OF KERALA
School of Distance Education
Master of Arts (Political Science)
PROGRAMME PROJECT REPORT

(a) Programme’s Mission & Objectives

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

Objectives

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

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

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

(c) Nature of Prospective Target Group of Learners

The MA Political Science programme has good demand as only two regular colleges and the University Department offer the programme whereas twelve regular colleges offer BA Political Science programme. In addition to this students from other disciplines also seek Master’s degree in Political Science. Unlike students who opt the regular stream of education in Political Science, generally students under distance mode constitute pupils from rural areas, poor socio-economic background especially belonging to marginalized sections.
Permanently/temporarily employed men and women in different age groups also seek the programme for their career advancement. Besides a segment of women who want to pursue higher studies after marriage also come up for the same programme.

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

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

- **Teaching skill**: The Programme imparts 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

<table>
<thead>
<tr>
<th>No. of Courses</th>
<th>Course Code</th>
<th>Name of Course</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>CE</td>
</tr>
<tr>
<td><strong>Semester I</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Course 1</td>
<td>PS 511</td>
<td>Modern Western Political Thought</td>
<td>25</td>
</tr>
<tr>
<td>Core Course 2</td>
<td>PS 512</td>
<td>Contemporary Political Theory</td>
<td>25</td>
</tr>
<tr>
<td>Core Course 3</td>
<td>PS 513</td>
<td>Indian Government &amp; Politics</td>
<td>25</td>
</tr>
<tr>
<td>Elective Course 1</td>
<td>PS 514</td>
<td>Gender Politics</td>
<td>25</td>
</tr>
<tr>
<td><strong>Semester II</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Course 4</td>
<td>PS 521</td>
<td>Comparative Politics</td>
<td>25</td>
</tr>
<tr>
<td>Core Course 5</td>
<td>PS 522</td>
<td>Theories &amp; Concepts of Public Administration</td>
<td>25</td>
</tr>
<tr>
<td>Core Course 6</td>
<td>PS 523</td>
<td>Theories &amp; Concepts of International Politics</td>
<td>25</td>
</tr>
<tr>
<td>Elective Course 2</td>
<td>PS 524</td>
<td>State &amp; Society in Kerala</td>
<td>25</td>
</tr>
<tr>
<td><strong>Semester III</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Course 7</td>
<td>PS 531</td>
<td>Research Methodology</td>
<td>25</td>
</tr>
<tr>
<td>Core Course 8</td>
<td>PS 532</td>
<td>Gandhian Political Thought</td>
<td>25</td>
</tr>
<tr>
<td>Core Course 9</td>
<td>PS 533</td>
<td>Issues in Indian Politics</td>
<td>25</td>
</tr>
<tr>
<td>Elective Course 3</td>
<td>PS 534</td>
<td>Indian Administration</td>
<td>25</td>
</tr>
<tr>
<td><strong>Semester IV</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Course 10</td>
<td>PS 541</td>
<td>Modern Indian Social &amp; Political Ideas</td>
<td>25</td>
</tr>
<tr>
<td>Core Course 11</td>
<td>PS 542</td>
<td>Politics of Developing Countries</td>
<td>25</td>
</tr>
<tr>
<td>Core Course 12</td>
<td>PS 543</td>
<td>Issues in International Politics</td>
<td>25</td>
</tr>
<tr>
<td>Elective Course 4</td>
<td>PS 544</td>
<td>Environment, Development and Politics</td>
<td>25</td>
</tr>
<tr>
<td>Core Course 13</td>
<td>Nil</td>
<td>Project Work + Viva-voce</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>Core Course 14</td>
<td>Nil</td>
<td>Essay</td>
<td>100</td>
</tr>
<tr>
<td>---------------</td>
<td>-----</td>
<td>-------</td>
<td>-----</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Graduates who have passed qualifying examination in CBCS Pattern -2013 admissions</th>
<th>Graduates who have passed qualifying examination in CBCS Pattern- Prior to 2013 admissions</th>
<th>Graduates who have passed qualifying examination in Annual scheme/ Other pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>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</td>
<td>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</td>
</tr>
</tbody>
</table>
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.

Fee Structure: The total fee of MA Political Science is Rs.10305/-

Academic Calendar

<table>
<thead>
<tr>
<th>ADMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Notification</td>
</tr>
<tr>
<td>Closing date of Admission</td>
</tr>
</tbody>
</table>

Schedule of distribution of study materials

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>By Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>III, IV Semester</td>
<td>Last week of June</td>
<td>Last week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>Last week of October</td>
<td>Last week of November</td>
</tr>
</tbody>
</table>

Schedule of contact classes

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>III &amp; IV Semester</td>
<td>First week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>First week of November</td>
</tr>
</tbody>
</table>

Schedule of examinations

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>III and IV Semester</td>
<td>First week of April</td>
</tr>
<tr>
<td>I and II Semester</td>
<td>Second and Third week of April</td>
</tr>
</tbody>
</table>

Financial Assistance

Concession for tuition fee will be given to SC/ST and OEC students. The students belonging to SC/ST and OEC category will be admitted to the programme without remitting the tuition fee. The fee for the students thus admitted will be later claimed form SC/ST department as per the rules laid down by the government of Kerala and will be remitted to Kerala University Fund (KUF).
**Curriculum Transaction:** Curriculum is transacted in the Distance Mode with the help of Self Learning Material and Personal Contact Classes. The use of web-based tools is not in place yet, but steps are being initiated.

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

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

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

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

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

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

**(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.
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 MA 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**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Core/ Elective</th>
<th>Course code</th>
<th>Name of paper</th>
<th>Maximum marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper I</td>
<td>Core</td>
<td>PADC 001</td>
<td>Theories and Concepts of Public Administration</td>
<td>25</td>
</tr>
<tr>
<td>Paper 2</td>
<td>Core</td>
<td>PADC002</td>
<td>Indian Government and Politics</td>
<td>25</td>
</tr>
<tr>
<td>Paper 3</td>
<td>Core</td>
<td>PADC003</td>
<td>Human Resource Management</td>
<td>25</td>
</tr>
<tr>
<td>Paper 4</td>
<td>elective</td>
<td>PADE001</td>
<td>Human Rights and Administration</td>
<td>25</td>
</tr>
<tr>
<td>Semester 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper 5</td>
<td>Core</td>
<td>PADC004</td>
<td>Development Administration and Decentralised Government in India</td>
<td>25</td>
</tr>
<tr>
<td>Paper 6</td>
<td>Core</td>
<td>PADC005</td>
<td>Public Personnel Administration</td>
<td>25</td>
</tr>
<tr>
<td>Paper 7</td>
<td>Core</td>
<td>PADC006</td>
<td>Public Policy Analysis</td>
<td>25</td>
</tr>
<tr>
<td>Paper 8</td>
<td>elective</td>
<td>PADE002</td>
<td>Public Sector Management</td>
<td>25</td>
</tr>
<tr>
<td>Semester 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper 9</td>
<td>Core</td>
<td>PADC007</td>
<td>Indian Administration</td>
<td>25</td>
</tr>
<tr>
<td>Paper 10</td>
<td>Core</td>
<td>PADC008</td>
<td>Research Methodology</td>
<td>25</td>
</tr>
<tr>
<td>Paper 11</td>
<td>Core</td>
<td>PADC009</td>
<td>Financial Administration</td>
<td>25</td>
</tr>
</tbody>
</table>
Paper12  elective  PADE003  Essentials of Business Management  25  75  100

**Semester 4**

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
Paper18  Comprehensive viva  PADC014  100

**Grand Total**  1800

(ii) **Duration of the Programme**

4 Semesters, two years.

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

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

(iv) **Instructional Delivery mechanisms**

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

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

(i) **Admission**

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

(ii) **Curriculum Transaction**

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

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

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

(iv) Academic Calendar

<table>
<thead>
<tr>
<th>ADMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Notification</td>
</tr>
<tr>
<td>Closing date of Admission</td>
</tr>
<tr>
<td>Schedule of distribution of study materials</td>
</tr>
<tr>
<td>Course</td>
</tr>
<tr>
<td>III, IV Semester</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
</tr>
<tr>
<td>Schedule of contact classes</td>
</tr>
<tr>
<td>Course</td>
</tr>
<tr>
<td>III &amp; IV Semester</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
</tr>
<tr>
<td>Schedule of examinations</td>
</tr>
<tr>
<td>Course</td>
</tr>
<tr>
<td>III and IV Semester</td>
</tr>
<tr>
<td>I and II Semester</td>
</tr>
</tbody>
</table>

(v) Fee Structure

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

(vi) Financial Assistance

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

Requirement of the Laboratory Support and Library Resources

Laboratory hours are not mandatory for MA Public Administration, but students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity.
The SDE has a separate Library with more than 28,000 books. Library automation is done using LibSoft software which facilitates all in-house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non-members can make use of the library resources and the reference services by producing their student's ID proof. They can use the library for reference purpose and they can avail photocopy facilities.

(vii) Cost Estimate of the Programme and the Provisions

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

(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.
(a) Programme’s mission & objectives

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

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

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

2. Objectives

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

2. To provide an efficient and less expensive education.

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

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

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

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

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

(c) Nature of prospective target group of learners

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

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

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

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

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

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

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

**Scheme and Syllabus & Distribution of Marks**

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

**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

<table>
<thead>
<tr>
<th></th>
<th>ADMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Notification</td>
<td>First week of June</td>
</tr>
<tr>
<td>Closing date of Admission</td>
<td>Last week of September</td>
</tr>
<tr>
<td>Schedule of distribution of study materials</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Date</td>
</tr>
<tr>
<td>III, IV Semester</td>
<td>Last week of June</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>Last week of October</td>
</tr>
<tr>
<td>Schedule of contact classes</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Schedule</td>
</tr>
<tr>
<td>III &amp; IV Semester</td>
<td>First week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>First week of November</td>
</tr>
<tr>
<td>Schedule of examinations</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Schedule</td>
</tr>
<tr>
<td>III and IV Semester</td>
<td>First week of April</td>
</tr>
<tr>
<td>I and II Semester</td>
<td>Second and Third week of April</td>
</tr>
</tbody>
</table>

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):**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Expenditure</th>
<th>Total for the SDE during 19-20 (25987 students) (Rs. in lakh)</th>
<th>Cost estimate for MA History programme (400 students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Pay and Allowance</td>
<td>435.00</td>
<td>1285900</td>
</tr>
<tr>
<td>02</td>
<td>Contact classes and evaluation</td>
<td>80.00</td>
<td>107450</td>
</tr>
<tr>
<td>03</td>
<td>Course materials</td>
<td>100.00</td>
<td>134400</td>
</tr>
<tr>
<td>04</td>
<td>Advertisement charges</td>
<td>25.00</td>
<td>33600</td>
</tr>
<tr>
<td>05</td>
<td>Postage and telephone</td>
<td>7.4</td>
<td>9800</td>
</tr>
<tr>
<td>06</td>
<td>Books and Periodicals</td>
<td>3.5</td>
<td>4550</td>
</tr>
<tr>
<td>07</td>
<td>Miscellaneous</td>
<td>9.95</td>
<td>13300</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>660.85</td>
<td>1589000</td>
</tr>
<tr>
<td>Provisions (6%)</td>
<td>95340</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>-------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>1684340</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost per student/year=Rs.4210</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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.
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:**

<table>
<thead>
<tr>
<th>SEM</th>
<th>Course Code</th>
<th>Course Title</th>
<th>CA (Marks)</th>
<th>ES A (Marks)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>CS11</td>
<td>Computer Architecture</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CS12</td>
<td>Data Structures and Algorithms</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CS13</td>
<td>Mathematical Foundations of Computer Science</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CS14</td>
<td>Programming Paradigms</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CS15</td>
<td>Computer Networks</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CS16</td>
<td>Data Structures and Algorithms Lab</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CS17</td>
<td>JAVA Programming Lab</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>II</td>
<td>CS 21</td>
<td>Modern Operating Systems</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>--------------------------</td>
<td>-----</td>
<td>-----</td>
<td>------</td>
</tr>
<tr>
<td></td>
<td>CS 22</td>
<td>Advances in Database Management</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CS 23</td>
<td>Object Oriented Analysis and Design</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CS 24</td>
<td>Graphics and Multimedia Systems</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CS 25</td>
<td>Optimization Techniques</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CS 26</td>
<td>Minor Project and seminar</td>
<td>50</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CS 27</td>
<td>Database and Web Programming Lab</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>III</td>
<td>CS31</td>
<td>Data Mining and Ware Housing</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CS32</td>
<td>Distributed Systems and Cloud Computing</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CS33</td>
<td>Information Security</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CS34</td>
<td>Compiler Design</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CS35</td>
<td>Elective I</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CS36</td>
<td>Network Administration Lab</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CS37</td>
<td>Distributed Computing Lab</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>IV</td>
<td>CS41</td>
<td>Research and Technical Writing</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CS42</td>
<td>Elective II</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>CS43</td>
<td>Major Project</td>
<td>100</td>
<td>100</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>CS44</td>
<td>Comprehensive Viva Voce</td>
<td>100</td>
<td>100</td>
<td>200</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th></th>
<th>ADMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Notification</td>
<td>First week of June</td>
</tr>
<tr>
<td>Closing date of Admission</td>
<td>Last week of September</td>
</tr>
<tr>
<td>Schedule of distribution of study materials</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Date</td>
</tr>
<tr>
<td>III, IV Semester</td>
<td>Last week of June</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>Last week of October</td>
</tr>
<tr>
<td>Schedule of contact classes</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Schedule</td>
</tr>
<tr>
<td>III &amp; IV Semester</td>
<td>First week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>First week of November</td>
</tr>
<tr>
<td>Schedule of examinations</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Schedule</td>
</tr>
<tr>
<td>III and IV Semester</td>
<td>First week of April</td>
</tr>
<tr>
<td>I and II Semester</td>
<td>Second and Third week of April</td>
</tr>
</tbody>
</table>
(k) **Fee structure**

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

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

(m) **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)

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

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

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

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

1) Learn and gain an integrated set of IT skills.

2) Learn the theoretical and practical knowledge required to design large and complex Computer applications.

3) Embrace future developments in the field and retain professional relevance.

4) Build a strong foundation of computer system and Information Technology.

5) Gain dexterity in advanced programming languages and build sophisticated software for wide area of applications.

6) Work with high end applications in Internet Technologies.

7) Acquire the managerial ability required to analyse, design, develop and maintain software development
Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.
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:**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Title of Course</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>CA</td>
<td>ESA</td>
</tr>
<tr>
<td>I</td>
<td>MM 211</td>
<td>Linear Algebra</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>MM 212</td>
<td>Real Analysis I</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>MM 213</td>
<td>Differential Equations</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>MM214</td>
<td>Topology I</td>
<td>25</td>
</tr>
<tr>
<td>II</td>
<td>MM221</td>
<td>Algebra</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>MM222</td>
<td>Real Analysis II</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>MM223</td>
<td>Topology II</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>MM224</td>
<td>Computer Programming in C++</td>
<td>25</td>
</tr>
<tr>
<td>III</td>
<td>MM231</td>
<td>Complex Analysis I</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>MM232</td>
<td>Functional Analysis I</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>MM 233</td>
<td>Elective I</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>MM 234</td>
<td>Elective II</td>
<td>25</td>
</tr>
<tr>
<td>IV</td>
<td>MM241</td>
<td>Complex Analysis II</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>MM242</td>
<td>Functional Analysis II</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>MM 243</td>
<td>Elective III</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>MM 244</td>
<td>Elective IV</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>MM245</td>
<td>Dissertation</td>
<td>80+20(viva)</td>
</tr>
</tbody>
</table>
CA: Continuous Assessment, ESA: End Semester Examination

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Paper code</th>
<th>Title of the Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>MM233</td>
<td>Operations Research</td>
</tr>
<tr>
<td>3</td>
<td>MM234</td>
<td>Graph Theory</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Paper code</th>
<th>Title of the Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>MM243</td>
<td>Coding Theory</td>
</tr>
<tr>
<td>4</td>
<td>MM244</td>
<td>Analytic Number Theory</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ADMISSION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Notification</td>
<td>First week of June</td>
</tr>
<tr>
<td>Closing date of Admission</td>
<td>Last week of September</td>
</tr>
<tr>
<td>Schedule of distribution of study materials</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Date</td>
</tr>
<tr>
<td>III, IV Semester</td>
<td>Last week of June</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>Last week of October</td>
</tr>
<tr>
<td>Schedule of contact classes</td>
<td>Course</td>
</tr>
<tr>
<td>III &amp; IV Semester</td>
<td>First week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>First week of November</td>
</tr>
<tr>
<td>Schedule of examinations</td>
<td>Course</td>
</tr>
<tr>
<td>III and IV Semester</td>
<td>First week of April</td>
</tr>
<tr>
<td>I and II Semester</td>
<td>Second and Third week of April</td>
</tr>
</tbody>
</table>

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)

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

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 Intelligence Beurou
e. To optimize the man power in Militory 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.
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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 101</td>
<td>Principles and practice of Management</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>MGT 102</td>
<td>Managerial Economics</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>MGT 103</td>
<td>Business Communication and soft skills</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>MGT 104</td>
<td>Accounting for Managers</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>MGT 105</td>
<td>Organisational Behaviour</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>MGT 106</td>
<td>Quantitative Techniques</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>CODE</td>
<td>SUBJECT</td>
<td>CA</td>
<td>ESA</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------------</td>
<td>----</td>
<td>-----</td>
</tr>
<tr>
<td>MGT 107</td>
<td>Business Environment and Ethics</td>
<td>25</td>
<td>75</td>
</tr>
</tbody>
</table>

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

### II SEMESTER

<table>
<thead>
<tr>
<th>CODE</th>
<th>SUBJECT</th>
<th>CA</th>
<th>ESA</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 201</td>
<td>Business Law</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>MGT 202</td>
<td>Operations Research</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>MGT 203</td>
<td>Human Resources Management</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>MGT 204</td>
<td>Marketing Management</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>MGT 205</td>
<td>Financial Management</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>MGT 206</td>
<td>Operations Management</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>MGT 207</td>
<td>Research Methods for Managers</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>175</td>
<td>525</td>
<td>700</td>
</tr>
</tbody>
</table>

### III SEMESTER

<table>
<thead>
<tr>
<th>CODE</th>
<th>SUBJECT</th>
<th>CA</th>
<th>ESA</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 301</td>
<td>Management Information System and</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Cyber Security</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGT 302</td>
<td>Environmental Management</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>MGT 303</td>
<td>Innovation Management</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>MGT 304</td>
<td>Business Analytics</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Elective –I</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Elective –II</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Elective-III</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Elective-IV</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>MGT 305</td>
<td>Internship and Comprehensive viva</td>
<td>50</td>
<td>50</td>
<td>100</td>
</tr>
</tbody>
</table>

### IV SEMESTER

<table>
<thead>
<tr>
<th>CODE</th>
<th>SUBJECT</th>
<th>CA</th>
<th>ESA</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 401</td>
<td>Strategic Management</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Elective -I</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Elective -II</td>
<td>25</td>
<td>75</td>
<td>100</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Elective –III</th>
<th>25</th>
<th>75</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 402 Project/ Independent Research Study (IRS)</td>
<td>0</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>MGT 403 Comprehensive viva voce</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100</td>
<td>500</td>
<td>600</td>
</tr>
<tr>
<td>Grand Total for all the semesters</td>
<td>700</td>
<td>2200</td>
<td>2900</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Admission Criteria</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marks obtained in qualifying degree</td>
<td>80</td>
</tr>
<tr>
<td>Group Discussion</td>
<td>10</td>
</tr>
<tr>
<td>Interview</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

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

ii) Minimum eligibility for admission

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

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

i) Financial assistance

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

ii) Programme delivery

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

iii) Academic calendar

<table>
<thead>
<tr>
<th>ADMISSION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Notification</td>
<td>First week of June</td>
</tr>
<tr>
<td>Closing date of Admission</td>
<td>Last week of September</td>
</tr>
</tbody>
</table>

Schedule of distribution of study materials

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>By Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>III, IV Semester</td>
<td>Last week of June</td>
<td>Last week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>Last week of October</td>
<td>Last week of November</td>
</tr>
</tbody>
</table>

Schedule of contact classes

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>III &amp; IV Semester</td>
<td>First week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>First week of November</td>
</tr>
</tbody>
</table>

Schedule of examinations

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>III and IV Semester</td>
<td>First week of April</td>
</tr>
<tr>
<td>I and II Semester</td>
<td>Second and Third week of April</td>
</tr>
</tbody>
</table>

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: 15 marks
- Seminars and discussions: 10 marks

**TOTAL 25 marks**

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)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Report</td>
<td>30</td>
</tr>
<tr>
<td>Mini project viva-voce</td>
<td>20</td>
</tr>
<tr>
<td>TOTAL MARKS</td>
<td>50</td>
</tr>
</tbody>
</table>

Internal evaluation 50 marks (by SDE)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application of concepts learnt</td>
<td>10</td>
</tr>
<tr>
<td>Analysis and use of quantitative tools</td>
<td>10</td>
</tr>
<tr>
<td>Oral presentation</td>
<td>30</td>
</tr>
<tr>
<td>TOTAL MARKS</td>
<td>50</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Expenditure</th>
<th>Total for the SDE during 19-20 (25987 students) (Rs. in lakh)</th>
<th>Cost estimate for MBA programme (300 students)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Pay and Allowance</td>
<td>435.00</td>
<td>985900</td>
</tr>
</tbody>
</table>
i) Quality assurance mechanism and expected programme outcomes

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

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

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

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>Contact classes and evaluation</td>
<td>80.00</td>
<td>307450</td>
</tr>
<tr>
<td>03</td>
<td>Course materials</td>
<td>100.00</td>
<td>134400</td>
</tr>
<tr>
<td>04</td>
<td>Advertisement charges</td>
<td>25.00</td>
<td>33600</td>
</tr>
<tr>
<td>05</td>
<td>Postage and telephone</td>
<td>7.4</td>
<td>9800</td>
</tr>
<tr>
<td>06</td>
<td>Books and Periodicals</td>
<td>3.5</td>
<td>4550</td>
</tr>
<tr>
<td>07</td>
<td>Miscellaneous</td>
<td>9.95</td>
<td>13300</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>660.85</strong></td>
<td><strong>1389000</strong></td>
</tr>
<tr>
<td>08</td>
<td><strong>Provisions (6%)</strong></td>
<td></td>
<td><strong>83340</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>1472340</strong></td>
</tr>
</tbody>
</table>

Cost per student/year=Rs.4908

Note: The programme structure is based on the present syllabus existing in the regular mode in the University of Kerala. The UG and PG syllabi in the regular mode in the University is currently being revised and is about to be finalized. SDE will adopt the revised syllabus as such when they are finalized for the 2020-21 admission. The SLMs will also be updated accordingly.
UNIVERSITY OF KERALA
School of Distance Education
Master of Library and Information Science (M.L.I.Sc)
PROGRAMME PROJECT REPORT

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

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

- Democratizing higher education to large segments of the population, in particular the disadvantaged groups like those living in remote and rural areas, working people, and women.
- Providing an innovative system of university-level education which is both flexible and open in terms of methods, pace of learning, eligibility for enrollment and age of entry.
- Providing an opportunity for up-gradation of skills and qualifications.
- Developing education as a lifelong activity to enable persons to update their knowledge or acquire knowledge in new areas.
University of Kerala is one of the Universities in India having appointed permanent full time teaching faculty members for running the distance education programmes. The SDE has 19 permanent faculty members and 8 full time contract faculty members with diverse academic backgrounds and rich experience in the rank of Professors, Associate 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 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

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

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

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

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

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

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

1. Understanding Library: Knowledge of the philosophy and techniques of library service

2. IT Skills: The ability to use computer applications.

3. Software Skills: The ability to familiar with library automation softwares. And also understand various digital library softwares.

4. Library Management: The ability to manage all the activities of libraries.

5. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form

6. Research Skills: Acquiring fundamental skills on research methods including data analysis and interpretation.

7. Doing Research: understand and use basic research tools, develop questions and topics worth researching, incorporate research into writing
### Instructional Design:

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

### 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

<table>
<thead>
<tr>
<th>ADMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Notification</td>
</tr>
</tbody>
</table>
Closing date of Admission: Last week of September

Schedule of distribution of study materials:

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>By Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>III, IV Semester</td>
<td>Last week of June</td>
<td>Last week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>Last week of October</td>
<td>Last week of November</td>
</tr>
</tbody>
</table>

Schedule of contact classes:

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>III &amp; IV Semester</td>
<td>First week of July</td>
</tr>
<tr>
<td>I &amp; II Semester</td>
<td>First week of November</td>
</tr>
</tbody>
</table>

Schedule of examinations:

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>III and IV Semester</td>
<td>First week of April</td>
</tr>
<tr>
<td>I and II Semester</td>
<td>Second and Third week of April</td>
</tr>
</tbody>
</table>

Financial Assistance:

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

Requirement of the Laboratory Support and Library Resources:

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

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

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

Cost per student/year=Rs.4276

Quality Assurance Mechanism:

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

**Expected Programme Outcome**

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

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

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

Methodology and Perspectives of Social Sciences
B.A. Economics

Semester I

Core I
Methodology and Perspectives of Social Sciences

Prepared by:
Dr. R. Santhosh
Assistant Professor
Department of Economics
University College
Thiruvananthapuram

Edited by:
Dr. S. R. Sheeja
Assistant Professor, SDE
&
Rubsana N. Beegum
Lecturer, SDE

© Director, SDE

No. of Copies 200
Printed at
University Press
Thiruvananthapuram

Kup 203/2017-18
Module – I

Unit 1

METHODOLOGY OF SOCIAL SCIENCE

Contents

1.1 Introduction
1.2 Objectives
1.3 Emergence and Development of Social Science
1.4 Social Sciences
   1.4.1 Basic Features of Social Science
1.5 Important Social Science Disciplines
1.6 Need for Interdisciplinary Approach
1.7 Relation of Social Science with other Fields of Knowledge
1.8 Objectivity and Subjectivity in Social Science
   1.8.1 Objectivity
   1.8.2 Subjectivity
   1.8.3 Factors Affecting Objectivity
   1.8.4 Limits to Objectivity in Social Science
1.9 Conclusions
1.10 Self Check Questions
Module – II

Unit 2

ECONOMICS AS A SOCIAL SCIENCE

Contents

2.1 Introduction
2.2 Objectives
2.3 Economics as a Social Science - An Introduction
   2.3.1 Meaning and Definitions of Economics
   2.3.2 Nature and Scope of Economics
   2.3.3 Subject Matter of Economics
2.4 Economics – a Science or Art
   2.4.1 Normative and Positive Economics
2.5 Economic Theory and Economic Laws
   2.5.1 Economic Laws
   2.5.2 Nature of Economic Laws
   2.5.3 Type of Economic Laws
   2.5.4 Economic Theorizing
2.6 Uses of Theories
   2.6.1 Attributes of a Good Theory
2.7 Role of Assumptions in Economics
2.8 Criticisms of Assumptions in Economics
2.9 Conclusion
2.10 Self Check Questions
Unit 3

METHOD AND METHODOLOGY

Contents

3.1 Introduction
3.2 Objectives
3.3 Method and Methodology
3.4 Deductive and Inductive Method
   3.4.1 Deductive Method
   3.4.2 Inductive Method
3.5 Conclusion
3.6 Self Check Questions
Unit 4

ECONOMIC MODELS AND TOOLS

Contents

4.1. Introduction
4.2 Objectives
4.3 Economic Models
4.4 Presentation of Economic Models
4.5 Validly of Economic Models
4.6 Purpose of Models
4.7 The Concept of Equilibrium
4.8 Tools of Economic Analysis
4.9 Conclusion
4.10 Self Check Questions
Module – III

Unit 5

MAJOR SCHOOLS OF ECONOMIC THOUGHT-1

Contents

5.1 Introduction
5.2 Objectives
5.3 Importance of Studying Schools of Economic Thought
5.4 Mercantilism
   5.4.1 Mercantalist Doctrine
5.5 Physiocracy
5.6 The Classical School
   5.6.1 Basic Postulates of Classical Economic Thought
   5.6.2 Major Theoretical Contributions of Classical School
5.7 Conclusion
5.8 Self Check Questions
MAJOR SCHOOLS OF ECONOMIC THOUGHT-2

Contents
6.1 Introduction
6.2 Objectives
6.3 The Marxian Economic Thought
   6.3.1 Marx’s Theory of History - Dialectical Materialism
6.4 The Neoclassical School
6.5 Keynesianism
6.6 Keynes and Classicals a Comparison
6.7 Monetarism
6.8 Conclusion
6.9 Self Check Questions
Module - IV

Unit 7

RESEARCH METHODOLOGY & TYPES OF RESEARCH

Contents

7.1 Introduction
7.2 Objectives
7.3 What is Research
7.4 Objectives of Research
7.5 Types of Research
  7.5.1 Pure/ Basic/ Fundamental / Research
  7.5.2 Applied Research
  7.5.3 Descriptive Research
  7.5.4 Analytical Research
  7.5.5 Empirical Research
  7.5.6 Qualitative and Quantitative Research
  7.5.7 Conceptual Research
  7.5.8 Historical Research
  7.5.9 Experimental Research
  7.5.10 Action Research
7.6 Various Steps in Research
7.7 Conclusion
7.8 Self Check Questions
Unit 8

RESEARCH METHODOLOGY-DATA

Contents

8.1 Introduction
8.2 Objectives
8.3 What is Data?
8.3.1 Primary Data and Secondary Data
8.4 Primary Data
8.4.1 Advantages and Disadvantages of Primary Data
8.4.2 Methods of Collecting Primary Data
8.5 Secondary Data
8.5.1 Advantages of Secondary Data
8.5.2 Disadvantages of Secondary Data
8.5.3 Sources of Secondary Data
8.6 Schedule and Questionnaire
8.7 Time Series, Cross Sectional and Panel Data
8.8 Conclusions
8.9 Self Check Questions
Unit 9

RESEARCH METHODOLOGY-SAMPLING TECHNIQUES & VARIABLES

Contents

9.1 Introduction
9.2 Objectives
9.3 What is Sampling?
  9.3.1 Census versus Sampling
9.4 Why Sampling
9.5 Sampling Methods/Types of Sampling
9.6 Economic Variables
  9.6.1 Dependent and Independent Variables
  9.6.2 Endogenous and Exogenous Variables
  9.6.3 Stock and flow Variables
  9.6.4 Extraneous variables
  9.6.5 Intervening/Mediating Variables
  9.6.6 Dichotomous Variables
9.7 Role of Variables in Social Science Research
9.8 Conclusions
9.9 Self Check Questions
Unit 10
RESEARCH METHODOLOGY-RESEARCH REPORT

Contents
10.1 Introduction
10.2 Objectives
10.3 Research Design
10.4 Conceptualizing Research
10.5 Research Report
10.6 Relevance of Research Report
10.7 Elements of Research Report
10.8 Conclusions
10.9 Self Check Questions
School of
Distance Education

UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034
Phone: 0471-2300137

Semester - 1

Foundation Course 1 for BA/BSc
PERSPECTIVES ON CONTEMPORARY ISSUES

School of Distance Education
University of Kerala, Palayam
Thiruvananthapuram - 695034

Semester - 1

Foundation Course 1 for BA/BSc

PERSPECTIVES ON CONTEMPORARY ISSUES: EN 1121

Prepared by

Dr. Renjini R (Module 2: Units 1 & 2)
Assistant Professor,
Govt. Arts College, Trivandrum

Bimal Edwin (Module 4: Unit 1)
Assistant Professor,
Govt. Arts College, Trivandrum

Devika Panikar (Module 3: Unit 2)
Assistant Professor,
Govt. Arts College, Trivandrum

Dr. Manju C R (Module 3: Unit 1, Module 4: Unit 2)
Assistant Professor,
Govt. Arts College, Trivandrum

Anju A. Palavila (Module I: Unit 1)
Assistant Professor,
Govt. Arts College, Trivandrum

Aarathi Pratap (Module 1: Units 2 & 3, Module 2: Unit 3,
Guest Faculty Module 3: Unit 3, Module 4: Unit 3)
Govt. Arts College, Trivandrum

Edited by:

Dr. Lal C. A.
Associate Professor of English, SDE

Reviewed and vetted by:

Dr. P. P. Ajayakumar,
Professor, SDE,

Dr. Sanchita J.,
Associate Professor of English,
Govt. College for Women, Trivandrum.

Dr. Deepa Prasad L.
Assistant Professor of English,
University College, Trivandrum.

Copy Right: Director, School of Distance Education
CONTENTS

Course Outline

<table>
<thead>
<tr>
<th>Module</th>
<th>HUMAN RIGHTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1</td>
<td>Grim Realities, Hopeful Hues</td>
<td>2</td>
</tr>
<tr>
<td>Unit 2</td>
<td>Poverty Is the Greatest Threat</td>
<td>7</td>
</tr>
<tr>
<td>Unit 3</td>
<td>The Little Black Boy</td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module</th>
<th>THE GENDER QUESTION</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1</td>
<td>Violence against Women</td>
<td>17</td>
</tr>
<tr>
<td>Unit 2</td>
<td>The Goddess Of Revenge</td>
<td>24</td>
</tr>
<tr>
<td>Unit 3</td>
<td>Nani</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module</th>
<th>GLOBALISATION</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1</td>
<td>Lessons for Sustainable and Beneficial Coexistence</td>
<td>34</td>
</tr>
<tr>
<td>Unit 2</td>
<td>Going Local</td>
<td>42</td>
</tr>
<tr>
<td>Unit 3</td>
<td>Freedom</td>
<td>48</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module</th>
<th>ALCOHOL AND DRUG ABUSE</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1</td>
<td>The Bane of Alcoholism</td>
<td>52</td>
</tr>
<tr>
<td>Unit 2</td>
<td>Substance Use Disorders in Children and Adolescents</td>
<td>59</td>
</tr>
<tr>
<td>Unit 3</td>
<td>The Alcoholic At Dawn</td>
<td>67</td>
</tr>
</tbody>
</table>

Model Question Paper
SEMESTER I

FIRST DEGREE PROGRAMME IN ENGLISH (CBCS System)

Foundation Course 1 for BA/BSc

PERSPECTIVES ON CONTEMPORARY ISSUES: EN 1121

No. of credits: 2

AIMS

1. To sensitize students to the major issues in the society and the world.
2. To encourage them to read literary pieces critically.

OBJECTIVES

On completion of the course, the students should be able to

1. have an overall understanding of some of the major issues in the contemporary world.
2. respond empathetically to the issues of the society.
3. read literary texts critically.

COURSE OUTLINE

Module I: Human Rights
(1) “Grim Realities, Hopeful Hues” – V. R. Krishna Iyer.
(2) “Poverty is the Greatest Threat” – N. R. Madhava Menon.
(3) “The Little Black Boy” – William Blake

Module II: The Gender Question
(4) “Violence against Women” – Gail Omvedt
(5) “The Goddess of Revenge” – Lalithambika Antharjanam
(6) “Nani” – Kamala Das

Module III: Globalisation
(7) “Lessons for Sustainable and Beneficial Coexistence” – Christabell P.J
(8) “Going Local” – Helena Norberg-Hodge
(9) “Freedom” – Balachandran Chullikkad

Module IV: Alcohol and Drug Abuse
(10) “The Bane of Alcoholism” – Adithi .N
(11) “Substance Use Disorders in Children and Adolescents”- Ajeesh P.R
(12) “The Alcoholic at Dawn” – Jeet Thayil

COURSE MATERIAL

Modules 1 - 4

B.A. Hindi  
(Complementary)

Semester - I

Course Code: HN 1131

Complementary Course - I

Women Literature in Hindi
School of Distance Education
University of Kerala,
Palayam, Thiruvananthapuram

B.A. Hindi
(Complementary)

Semester - I

Course Code: HN 1131

Complementary Course - I

Women Literature in Hindi

Prepared by
Vidhya. A. S
Research Scholar
Department of Hindi
University of Kerala

Edited by
Dr. Indu. K. V
Asst. Professor of Hindi
SDE, University of Kerala

© Director, SDE

No. of Copies 100
Printed at : University Press
Thiruvananthapuram
Kup 1086/2018-19
भाग – 1

महिला कहानी लेखन

1.0. 'भूमिका'
1.1. महिला कथा लेखन की परंपरा
1.2. 'सज्जा' – मचू भण्डारी
1.3. 'कितना बड़ा झूठ' – उषा प्रियंवदना
1.4. 'तालाबमृह' – चित्रा मुहूल
1.5. 'दौड़ीसवीं शती का लड़का' – कथा शर्मा
1.6. 'कुरजों' – मनीषा कुलश्रेष्ठ
1.7. 'फूल' – नीलाक्षी सिंह

भाग – 2

महिला कविता लेखन

2.1. महिला कविता लेखन – परंपरा
2.2. 'मुरझाया फूल' – महादेवी वर्मा
2.3. 'मेरा जीवन' – सुभद्राकुमारी चौहान
2.4. 'एकलव्य' – कृती चौधरी
2.5. 'शोकगीत' – काल्याणी
2.6. 'देशप्रेम' – अनामिका
2.7. 'ढाबा' – नीलेश रघुवंशी
FIRST YEAR B.A. DEGREE HISTORY

HY 1141 METHODOLOGY AND PERSPECTIVES OF SOCIAL SCIENCES
Self Learning Materials (SLM)
FIRST YEAR B.A. DEGREE

HY 1141 METHODOLOGY AND
PERSPECTIVES OF SOCIAL SCIENCES

Prepared & Edited by
Smt. Adabiya H.
Assistant Professor of History
Iqbal College, Peringamala

First Published in 2017
All rights reserved
Copy Right: Director, School of Distance Education
Printed at: University Press, University of Kerala
Syllabus

HY 1141
Core 1                  Semester I
Credits-4

METHODOLOGY AND PERSPECTIVES OF SOCIAL SCIENCES

Aims and Objectives

- The course intends to familiarize the students with the broad contours of Social Sciences and its methodology
- To familiarize the main concerns of Social Science disciplines
- To articulate the basic terminologies and theories prevalent in concerned disciplines
- Critically read popular and periodical literature from a Social Science perspective

Module I

History Its Nature and Practice

a) What is History – Definitions - Carr – Karl Marx- Carlyle – Croce.
b) Problems in the construction of history – Nationality and Bias – Objectivity – Plagiarism.
d) History and Social Sciences – need for interdisciplinary approach.

Module II

Introduction to Social Sciences

Social Sciences – its emergence and nature – relevance of the Social Science in understanding and solving contemporary problems – Discussions of basic principles and concepts

Module III

Objectivity in Social Sciences

Limits of Social Sciences and its practice – Sociology-Economics - Political Science – secular, communal and racial issues

Module IV

Understanding Social Structure

Caste, Class, Gender – Marxist and other sociological perspectives

Essential Readings:

3. Donatella Della Porta & Micheal Keating, Approaches and Methodologies in Social Sciences; Pluralistic


Module I

History Its Nature and Practice

Contents
Introduction
Objectives
Meaning and Definition of History
Definition of E.H Carr
Definition of Benedetto Croce
Definition of Thomas Carlyle
Definition of Karl Marx
Problems in the Construction of History
Bias and Historical Objectivity
Plagiarism
Methodology of Historians
D.D. Kosambi
Nationalist Historiography
R.C Majumdar
Romila Thapar
Irfan Habib
Subaltern Studies
Ranajith Guha
Ramachandra Guha
History and Social Sciences
History and Political Science
History and Economics
History and Sociology
History and Ethics
History and Psychology
History and Geography
Need for Inter-disciplinary Approach
Module II

Introduction to Social Sciences

Contents

Introduction
Objectives
Emergence of Social Sciences
Development in the Ancient period
Development in the middle ages
Development in the early modern period
Nineteenth century Developments
Twentieth Century Developments
Nature of Social Science
Relevance of the Social Science in understanding and solving contemporary problems
Basic Principles Social Science
History
Archaeology
Geography
Political Science
Sociology
Economics
Basic Concepts of Social Science
History
Geography
Economics
Political Science
Module - III
Objectivity in Social Sciences

Contents
Introduction
Objectives
Importance of Objectivity
Objectivity Vs Subjectivity
Objectivity in History
Objectivity in Sociology
Objectivity in Political Science
Introduction
Module IV
Understanding Social Structure

Contents
Introduction
Objectives
Features of Social Structure of Indian Society
Complex Society
Rural Society
Economically Backward Country
Illiteracy
Diversified Languages
Racial Diversity
Caste
Existence of Communalism
Regionalism
Tradition
Lack of Free Movement
Caste System in India
Origin of Caste System
Theories of Caste System
Characteristics of Caste system in India
Functions of Caste system in India
Merits of the Caste System
Demerits of Caste System
Future of Caste system in India
Varna System
4.5.1 Varna in Classical Literature
Class System
Definition of Class
Characteristics of class system
Gender
Gender Inequality in India
School of
Distance Education

UNIVERSITY OF KERALA  PALAYAM CAMPUS  THIRUVANANTHAPURAM - 695 034
Phone: 0471-2300137

മലയാള ബിരുദ കോ. അഢ.
മേഖല.
കെ.എഡ് കോ. ജനം - I

രാമരായനെ പരിഷ്കരിച്ച പ്രധാനപ്രകാരം
ഒരുപുരുഷം ആണ്
അത്യുക്തം ഉയർന്നുകൊണ്ടു
B. A. Political Science
First Semester

Core Course I: PS 1141
Methodology and Perspectives of Social Sciences
Self Learning Material (SLM)

BA Political Science

Semester I

Core Course I:

PS 1141: Methodology and Perspectives of Social Sciences

Editor by:

Mr. Aby T. Suresh
Lecturer in Political Science
School of Distance Education
University of Kerala

Written by:

Dr. Rose Mary George
Assistant Professor of Political Science
School of Distance Education
University of Kerala

Copyright
Director, SDE
University of Kerala

Printed at: Kerala University Press, Thiruvananthapuram
(kup. 257/ 2017- 18,  500)
SYLLABUS

Semester I: Core Course I

PS 1141: Methodology and Perspectives of Social Sciences

Aim of the Course

The course intends to familiarize the students with the broad contours of Social Sciences and their methodology.

Objectives of the course

1. Identify the main concerns of Social Science disciplines.
2. Articulate the basic terminology and theories prevalent across disciplines.
3. Understand qualitative and quantitative models within the Social Sciences.
4. To learn to apply the methods and theories of Social Science to contemporary issues.
5. Critically read popular and periodical literature from a Social Science perspective.

MODULE I

Unit 1

Introduction to Social Sciences
Definition
Emergence of Social Sciences
Problem Solving Nature of Social Sciences

(An analysis of the disciplines that make up the Social Sciences with particular emphasis on their interrelationships. A study of source materials and library techniques as well as methods employed by social scientists. Relevance of the Social Sciences in understanding and solving contemporary problems at the regional, national and global levels. Discussion of basic principles and concepts - Basic epistemology of Social Sciences).

Unit 2

Interdisciplinary Approach in Social Sciences – Relevance
Interdisciplinary Perspectives
Areas of Inter-relationships and Divergences

MODULE – II

Unit 3

Research Design

Meaning and Structure of Research Design

Unit 4

Objectivity in Social Sciences

Challenges of Objectivity

Bias as a Limitation

Problem of Selection of Tools and Techniques

The Question of Research Ethics and Plagiarism
MODULE 1

Unit 1

Introduction to Social Sciences

Contents
1.1 Introduction
1.2 Objectives
1.3 The Social Sciences
1.4 Definition of Social Sciences
1.5 The Emergence of Social Sciences
1.6 Social Science Approach to Problems
   1.6.1 The Functionalist Theory Approach
   1.6.2 The Exchange Theory Approach
   1.6.3 The Conflict Theory Approach
   1.6.4 The Symbolic Interaction Theory Approach
1.7 Problem Solving Nature of Social Sciences
   1.7.1 Discovery of Facts and their Interpretation on Social Mysteries
   1.7.2 Diagnosis of Problems and their Analysis Lead to Appropriate Remedial Actions
   1.7.3 Systematization of Knowledge
   1.7.4 Control over Social Phenomena
   1.7.5 Prediction and Ensures Order among Social Facts
   1.7.6 Development Planning
   1.7.7 Social Welfare
1.8 Summary
1.9 Glossary
1.10 Further/Suggested Readings
1.11 Model Questions
1.12 References
**Unit 2**

**Inter-disciplinary Approach in Social Sciences – Relevance**

**Inter-disciplinary Perspectives**

**Areas of Inter-relationships and Divergences**

**Contents**

2.1 Introduction

2.2 Objectives

2.3 Inter-disciplinary Approach in Social Sciences
   2.3.1 The Meaning of Discipline
   2.3.2 The Meaning of Inter-disciplinary Approach

2.4 Relevance of Inter-disciplinary Approach

2.5 Inter-disciplinary Perspectives in Social Sciences
   2.5.1 Areas of Inter-relationships and Divergences

2.6 Summary

2.7 Glossary

2.8 Further/Suggested readings

2.9 Model Questions

2.10 References
MODULE II

Unit 3

Research Design

Meaning and Structure of Research Design

Contents

3.1 Introduction
3.2 Objectives
3.3 Meaning of Research Design
3.4 Need of a Research Design
3.5 Essentials of a Good Research Design
3.6 The Structure/Contents of a Research Design
3.7 Classification of Research Designs or Designs for Different Types of Research
  3.7.1 Design for Experimental Research
  3.7.2 Design for Descriptive Research
  3.7.3 Design for Explanatory or Causal Research
  3.7.4 Design for Exploratory Research
  3.7.5 Survey Research Design
  3.7.6 Case Study Design
  3.7.7 Evaluation Research
  3.7.8 Action Research
3.8 Summary
3.9 Glossary
3.10 Further/Suggested Readings
3.11 Model Questions
3.12 References
Unit 4
Objectivity in Social Sciences
Challenges of Objectivity - Bias as a Limitation
Problem of Selection of Tools and Techniques
The Question of Research Ethics and Plagiarism

Contents

4.1 Introduction
4.2 Objectives
4.3 Scientific Method and Objectivity
4.4 Objectivity in Social Sciences
4.5 Challenges of Objectivity
  4.5.1 Factors Affecting Objectivity
  4.5.2 Bias as a Major Limitation
  4.5.3 Achieving Reasonable Objectivity in Social Science Research
  4.5.4 The Importance of Values
4.6 Selection of Tools and Techniques
  4.6.1 Problem of Selection of Tools and Techniques
4.7 The Question of Research Ethics
  4.7.1 Ethical Issues of Research Sponsorship
  4.7.2 Approval of Access to Data
  4.7.3 Ethical Issues Relating to the Respondents/Subjects
  4.7.4 Ethical Dilemmas or Benefits of Research
4.8 Plagiarism
4.9 Summary
4.10 Glossary
4.11 Further/Suggested Readings
4.12 Model Questions
4.13 References
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

All rights reserved  
Copy right: Director, School of Distance Education  
Printed at: University Press, University of Kerala  
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

I.1.1 Introduction
I.1.2 Objectives
I.1.3 The social science - Social world seen through the lens of science
I.1.4 Steps in scientific methods and its applications
I.1.5 The method of social science
I.1.6 Common sense in social sciences
I.1.7 Objectivity – problems of objectivity
I.1.8 Conclusion
I.1.9 Reference and Further readings
I.1.10 Self check questions
I.1.11Space for note
Module - II

HISTORICAL ROOTS OF SOCIAL SCIENCES AND SOCIOLOGY

Unit - 1

Contents

II.1.1 Introduction
II.1.2 Objectives
II.1.3 Socio – political background of sociology
   II.1.3.1 Period of renaissance
   II.1.3.2 The scientific revolutionary
   II.1.3.3 Period of enlightenment
II.1.4 Emergence of sociology from philosophy
   II.1.4.1 Social thoughts
   II.1.4.2 Intellectual roots of social thought
   II.1.4.3 The concept of new social science
   II.1.4.4 Need for a new social science
   II.1.4.5 Stages of the development of sociology
II.1.5 Basic epistemology of social sciences
II.1.6 Emergence of sociology as a discipline
II.1.7 Sociology and its relation with other social sciences
   II.1.7.1 Sociology and history
   II.1.7.2 Sociology and political sciences
   II.1.7.3 Sociology and anthropology
   II.1.7.4 Sociology and psychology
   II.1.7.5 Sociology and economics
   II.1.7.6 Sociology and law
II.1.8 Conclusion
II.1.9 Reference and further readings
II.1.10 Self check questions
II.1.11 Space for note
Module – III

INTRODUCTION TO SOCIOLOGY

Unit 1

CONTENTS

III.1.1 Introduction

III.1.2 Objectives

III.1.3 Sociology as the science of society

III.1.4 Subject matter of sociology

III.1.5 Scope of sociology

III.1.6 Conclusion

III.1.7 Self check questions

III.1.8 Reference and Further readings

III.1.9 Space for note
Module III

UNIT 2

BASIC CONCEPTS OF SOCIOLOGY

Contents

III.2.1 Introduction
III.2.2 Objectives
III.2.3 Society
III.2.4 Community
III.2.5 Institution
III.2.6 Association
III.2.7 Social group
III.2.8 Structure and function
III.2.9 Status and role
III.2.10 Culture
III.2.11 Social change
III.2.12 Social control
III.2.13 Norms and values
III.2.14 Conclusion
III.2.15 Self check questions
III.2.16 Reference & Further readings
III.2.17 Space for note
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
SCHOOL OF DISTANCE EDUCATION
UNIVERSITY OF KERALA

BBA (SDE) SECOND SEMESTER
BM 1242 HUMAN RESOURCE MANAGEMENT

PREPARED BY
Dr. S. JAYADEV
Assistant Professor of Commerce
M.G. College, Thiruvananthapuram

EDITED BY
DR. B. SHAJI
COORDINATOR (BBA)
SDE
CORE COURSE: BM-1242- HUMAN RESOURCE MANAGEMENT

No. of Credits: 4
No. of instructional Hours: 5 Hours per week
Course Objective: To acquaint students with the fundamentals of Human Resource Management and the recent developments in Human Resource Management.

Module 1
Introduction- Definition- Scope and significance- Approaches to HRM- Personnel management Vs Human Resource Management- functions of HRM- role of human resource manager- Systems approach to HRM (15hrs)

Module 2
Human Resource Planning (HRP) - Need and importance- process of HRP- Job analysis- Job description- Job design- Recruitment – meaning- sources- Selection- meaning and importance- steps in selection procedure- interview- types of interview- Induction- Placement (20 hrs)

Module 3
Training and Development- meaning- importance- methods of training- Development-objectives- types of management development (15hrs)

Module 4

Module 5
Development Initiative- Workers participation in management- Team building- Collective bargaining- Absenteeism and turnover- QWL- Definition- Concepts- Constitution of QWL- Quality circle- Outsourcing (20hrs)

Books Recommended:
# Module 1

## Introduction

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Unit Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Introduction</td>
</tr>
<tr>
<td>1.2</td>
<td>Learning Outcomes</td>
</tr>
<tr>
<td>1.3</td>
<td>Human resource management</td>
</tr>
<tr>
<td>1.4</td>
<td>Scope and significance of Human resource management</td>
</tr>
<tr>
<td>1.5</td>
<td>Personnel Management</td>
</tr>
<tr>
<td>1.6</td>
<td>Functions of Human Resource Management</td>
</tr>
<tr>
<td>1.7</td>
<td>Role of Human Resource Manager</td>
</tr>
<tr>
<td>1.8</td>
<td>Systems approach to HRM</td>
</tr>
<tr>
<td>1.9</td>
<td>Self assessment questions</td>
</tr>
<tr>
<td>1.10</td>
<td>Assignment</td>
</tr>
<tr>
<td></td>
<td>Reference/Bibliography</td>
</tr>
</tbody>
</table>
## Module 2
### Human Resource Planning

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Unit Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Introduction</td>
</tr>
<tr>
<td>2.2</td>
<td>Learning Outcomes</td>
</tr>
<tr>
<td>2.3</td>
<td>Human Resource Planning</td>
</tr>
<tr>
<td>2.4</td>
<td>Need and importance of Human resource Planning</td>
</tr>
<tr>
<td>2.5</td>
<td>Process of Human resource Planning</td>
</tr>
<tr>
<td>2.6</td>
<td>Job analysis</td>
</tr>
<tr>
<td>2.7</td>
<td>Job description</td>
</tr>
<tr>
<td>2.8</td>
<td>Job design</td>
</tr>
<tr>
<td>2.9</td>
<td>Recruitment</td>
</tr>
<tr>
<td>2.10</td>
<td>Selection</td>
</tr>
<tr>
<td>2.11</td>
<td>Interview</td>
</tr>
<tr>
<td>2.12</td>
<td>Induction</td>
</tr>
<tr>
<td>2.13</td>
<td>Placement</td>
</tr>
</tbody>
</table>

- Self assessment questions
- Assignment
- Reference/Bibliography
## Module 3
### Training and Development

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Unit Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Introduction</td>
</tr>
<tr>
<td>3.2</td>
<td>Learning Outcomes</td>
</tr>
<tr>
<td>3.3</td>
<td>Training and Development</td>
</tr>
<tr>
<td>3.4</td>
<td>Importance of Training and Development</td>
</tr>
<tr>
<td>3.5</td>
<td>Methods of training</td>
</tr>
<tr>
<td>3.6</td>
<td>Development objectives</td>
</tr>
<tr>
<td>3.7</td>
<td>Types of management development</td>
</tr>
</tbody>
</table>

**Self assessment questions**

**Assignment**

**Reference/Bibliography**
## Module 4

### Performance Appraisal and Compensation

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Unit Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Introduction</td>
</tr>
<tr>
<td>4.2</td>
<td>Learning Outcomes</td>
</tr>
<tr>
<td>4.3</td>
<td>Performance Appraisal</td>
</tr>
<tr>
<td>4.4</td>
<td>Nature of Performance Appraisal</td>
</tr>
<tr>
<td>4.5</td>
<td>Objectives of Performance Appraisal</td>
</tr>
<tr>
<td>4.6</td>
<td>Process Performance Appraisal</td>
</tr>
<tr>
<td>4.7</td>
<td>Methods of Performance Appraisal</td>
</tr>
<tr>
<td>4.8</td>
<td>Compensation to employees</td>
</tr>
<tr>
<td>4.9</td>
<td>Types of Compensation to employees</td>
</tr>
<tr>
<td></td>
<td>Self assessment questions</td>
</tr>
<tr>
<td></td>
<td>Assignment</td>
</tr>
<tr>
<td></td>
<td>Reference/Bibliography</td>
</tr>
</tbody>
</table>
## Module 5
### Development Initiative

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Unit Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>Introduction</td>
</tr>
<tr>
<td>5.2</td>
<td>Learning Outcomes</td>
</tr>
<tr>
<td>5.3</td>
<td>Career Development Initiative</td>
</tr>
<tr>
<td>5.4</td>
<td>Workers Participation in Management</td>
</tr>
<tr>
<td>5.5</td>
<td>Team Building</td>
</tr>
<tr>
<td>5.6</td>
<td>Collective Bargaining</td>
</tr>
<tr>
<td>5.7</td>
<td>Absenteeism</td>
</tr>
<tr>
<td>5.8</td>
<td>Labour Turnover</td>
</tr>
<tr>
<td>5.9</td>
<td>Quality of work life</td>
</tr>
<tr>
<td>5.10</td>
<td>Constitution of Quality of work life</td>
</tr>
<tr>
<td>5.12</td>
<td>Quality Circle</td>
</tr>
<tr>
<td>5.13</td>
<td>Outsourcing</td>
</tr>
</tbody>
</table>

Self assessment questions
Assignment
Reference/Bibliography
School of Distance Education

UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034
Phone: 0471-2300137

B. Com. (SDE)
First Semester

Methodology and Perspectives of Commerce Education
SYLLABUS

SEMESTER - I

Foundation Course I:

CO 1121 – METHODOLOGY AND PERSPECTIVES OF BUSINESS EDUCATION

No of institutional hours per week: 4  No of credits: 2

Aim of the course:

To provide the methodology for pursuing the teaching learning process with a perspective of higher learning in business education.

Course objective:

1. To understand business and its role in society.
2. To understand entrepreneurship and its heuristics
3. To comprehend the business environment.
4. To enable the students to undertake business activities
5. To provide a holistic, comprehensive and integrated perspective to business education.

Module 1

Economic system and business- meaning of economic system- its functioning – different economic systems and their features- capitalism, socialism, communalism, mixed economies- division of labour- innovation- flow of goods and services, circular flow of income- different forms of business organizations- individual and organized business –family and corporate business. Business for profit, business not for profit and business for non-profit. Business entities – individual, partnerships, co- operatives, trusts , undivided families, joint stock companies- private-public, joint ventures and MNCs etc. -(basic concepts only) (13 hrs)

Module 2

Business and Economic Development- Meaning of economic growth and development- measures of economic development- Role of Business in economic development- company, industry and economy interrelationship- role of public and private sectors, new economic Policy-liberalization- privatization and globalization. Emergence of” managerialism”. (a brief study only) (13 hrs)

Module 3

Establishing business- steps in establishing a business- environmental analysis- legal, physical, financial, social, economic, technical etc.- idea generation- procedures and formalities-commencement of business – entrepreneur- individual, group entrepreneurs- entrepreneur-entrepreneurship. Mobilization of financial resources for business – sources of funds- savings
factors affecting savings- loans and advances- equity and preference shares retained earnings and debt etc.- market for raising finance- money market and capital market- lending institutions- banks and non- banking institutions- payment to government – taxes, direct and indirect – state and national levels (a brief study only) (20 hrs)

**Module 4**

Trained man power for quality enhancement- role of trained manpower for quality at individual , family, organizational and national level- quality of life and quality of work life- the role of human resources management problems in small , medium and large organizations – use of technology in organization- (a brief study only) (13 hrs)

**Module 5**

Learning business information-Meaning of information – business information – methods and techniques of collecting and learning business information- observation, reading techniques – listening to lectures , note taking –seminars and workshops- student seminars – individual and team presentations- conferences and symposiums- filed studies- case studies and project reports etc. (a brief study only) (13 hrs)

**Books recommended**

3. N.D Kapoor Business Law Sulthan Chand & Sons
6. P Suba Rao, Essentials of HRM, Himalaya publishers New Delhi,
8. Nandan H Fundamentals of Entrepreneurship PHI, New Delhi
MODULE 1
UNIT 1
STRUCTURE OF ECONOMIC SYSTEM

Content Overview
1.1 Introduction
1.2 Learning Objectives
1.3 Objectives and Functions of Economic System
1.4 Different Types of Economic System
   1.4.1 Capitalism
   1.4.2 Socialism
   1.4.3 Mixed Economy
   1.4.4 Communism
1.5 Division of Labour
   1.5.1 Forms of Division of Labour
1.6 Innovation
   1.6.1 Forms of Innovation
   1.6.2 Benefits of Innovation
1.7 Circular Flow of Income
   1.7.1 Flow of Goods And Services
1.8 Summary of the Unit
1.9 Glossary
1.10 Self Assessment Question
1.11 Assignment
1.12 Bibliography / References
MODULE-1
UNIT 2
FORMS OF BUSINESS ENTERPRISES

Content Overview

2.1 Introduction
2.2 Learning Objectives
2.3 Forms of Business Enterprises
   2.3.1 Sole Proprietorship
   2.3.2 Partnership
   2.3.3 Co-operative Society
   2.3.4 Joint Stock Companies
2.4 Summary of The Unit
2.5 Glossary
2.6 Self Assessment Questions
2.7 Assignment
2.8 Bibliography/References
MODULE 1

UNIT 3

SECTORAL ORGANISATIONS OF BUSINESS ENTERPRISES

Content Overview

3.1 Introduction
3.2 Learning Objectives
3.3 Types of Companies
   3.3.1 Private Company
   3.3.2 Public Company
3.4 Public Enterprises
3.5 Trust
3.6 Non-profit Organisation
3.7 Joint Ventures
3.8 Multinational Companies
3.9 Contemporary business sector
3.10 Summary of the Unit
3.11 Glossary
3.12 Further Reading
3.13 Self Assessment Questions
3.14 Assignment
3.15 Bibliography/References
MODULE 2
UNIT 1
ROLE OF BUSINESS ECONOMIC DEVELOPMENT

Content Overview

1.1 Introduction
1.2 Learning Objectives
1.3 Business and Society
1.4 Why Business is Important to Society?
1.5 Economic Development
1.6 Difference Between Economic Growth and Economic Development
1.7 Measures of Economic Development
1.8 Types of Business Structures
   1.8.1 Sole Proprietorship
   1.8.2 General Partnership
      1.8.2.1 Limited Partnership
      1.8.2.2 Limited Liability Partnership
      1.8.2.3 Limited Liability Limited Partnership
   1.8.3 Corporation
   1.8.4 Non Profit Organisation
   1.8.5 Trust
   1.8.6 Joint Venture
   1.8.7 Tenants in Common
1.9 Company
1.10 Industry
1.11 Summary of The Unit
1.12 Glossary
1.13 Self Assessment Questions
1.14 Assignment
1.15 Bibliography/References
MODULE 2
UNIT 2
NEW ECONOMIC POLICY

Content Overview

2.1 Introduction
2.2 Learning Objectives
2.3 Role of Economy
   2.3.1 Economy According to Type
   2.3.2 Economy According to Sector
2.4 Major Components or Elements of New Economic Policy
   2.4.1 Liberalization
   2.4.2 Privatization
   2.4.3 Globalization
2.5 Impact of Changes in Economic Policy on the Business
2.6 Managerialism
2.7 Summary of The Unit
2.8 Glossary
2.9 Self Assessment Questions
2.10 Assignment
2.11 Bibliography/References
MODULE 3
UNIT 1
BUSINESS ANALYSIS

Content Overview
1.1 Introduction
1.2 Learning Objectives
1.3 Steps in Establishing a Business
1.4 Business Analysis
1.4.1 Business Analysis Techniques
1.5 Entrepreneur
1.6 Qualities of a Successful Entrepreneur
1.7 Intrapreneur
1.8 Entrepreneurship
1.9 Summary of the Unit
1.10 Glossary
1.11 Self Assessment Question
1.12 Assignment
1.13 Bibliography / References
MODULE - 3
UNIT 2
SOURCES OF BUSINESS FINANCE

Content Overview

2.1 Introduction
2.2 Learning Objectives
2.3 Sources of Financing for Businesses
   2.3.1 Equity Financing
   2.3.2 Debt Financing
2.4 Difference between Equity Shares and Preference Shares
2.5 Difference between Equity Shares and Debt Capital
2.6 Financial Market
   2.6.1 Components of financial market
2.7 Functions of financial markets
2.8 capital market
2.9 Money market
2.10 Other functions
2.11 Life Insurance Corporation
2.12 Unit Trust of India
2.13 Industrial Finance Corporation of India (IFCI)
2.14 Tax
2.15 Summary of the Unit
2.16 Glossary
2.17 Self Assessment Questions
2.18 Assignment
2.19 Bibliography/References
MODULE 4
UNIT 1
TRAINING AND DEVELOPMENTS

Content Overview

1.1 Introduction
1.2 Learning Objectives
1.3 Quality Enhancement
1.4 Training
1.5 Trained Manpower
1.6 Role of Training for Quality Improvement
1.7 Need for Training
1.8 Importance of Training
1.9 Benefits of Training
1.10 Objectives of Training
1.11 Training Programme Under Different Levels
  1.11.1 Individual Level
  1.11.2 Family Level
  1.11.3 Organizational Level
  1.11.4 National Level
1.12 Training Programmes
  1.12.1 Induction Training
  1.12.2 On-the-job Training
  1.12.3 In-service Training
  1.12.4 off-the-job Training
1.13 Effects of Training
1.14 Benefits of Training
1.15 Quality of Training
  1.15.1 Features of Quality of Life
  1.15.2 Major Determinants of Quality of Life
1.16 Quality of Work Life
  1.16.1 Measurement of Qwl
1.16.2 Objectives of Quality of Work Life
1.16.3 Importance of Quality of Work Life
1.16.4 Work-life Balance Benefits to The Organization
1.16.5 Work-life Balance Benefits to The Individual

1.17 Quality Circle
1.18 Summary of The Unit
1.19 Glossary
1.20 Self Assessment Question
1.21 Assignmentbibilography / References
MODULE -4
UNIT 2
HUMAN RESOURCE MANAGEMENT

Content Overview
2.1 Introduction
2.2 Learning Objectives
2.3 Important Objectives Of Human Resource Management
2.4 Hr Issues Of Small And Medium Scale Enterprises
2.5 Management Problems In Large Organization
2.6 Technology
2.7 Importance Of Technology In The Workplace
2.8 Summary Of The Unit
2.9 Glossary
2.10 Self Assessment Question
2.11 Assignment
2.12 Bibliography / References
MODULE 4
UNIT 3
E- COMMERCE AND E- BUSINESS

Content Overview
3.1 Introduction
3.2 Instructional Objectives
3.3 E- Commerce And E- Business
3.4 Definition of E-commerce
3.5 Definition of E-business
3.6 Key Differences Between E-commerce and E-business
3.7 Benefits
3.8 Advantages to Organisation
3.9 Advantages to the Customer
3.10 Advantages to the Society
3.11 Summary of the Unit
3.12 Glossary
3.13 Further Reading
3.14 Self Assessment Question
MODULE 5
UNIT 1
STRUCTURE OF BUSINESS INFORMATION

Content Overview

1.1 Introduction
1.2 Learning Objectives
1.3 Business Information
1.4 Methods and Techniques of Collecting Business Information
1.5 Significance and Importance of Project Report
1.6 Summary of the Unit
1.7 Glossary
1.8 Self Assessment Question
1.9 Assignment
1.10 Bibliography/References
First Semester

Course Title: Introduction to IT

B.Sc. Computer Science/Bachelor of Computer Application (BCA) CS1121 /CP 1121
School of Distance Education
University of Kerala
Palayam
Thiruvananthapuram

B.Sc. Computer Science / BCA
Semester – 1
Introduction to IT

Prepared by:
Liji I. H.
Lecturer in Computer Science
School of Distance Education

COPIES: 500+ 500 (kup. 222/2017-‘18)

Copyright
Director, SDE, University of Kerala
Printed at: Kerala university press, Thiruvananthapuram
Introduction to IT

Syllabus

Module–I: Computer characteristics: Speed, storage, accuracy, diligence; Digital signals, Binary System, ASCII; Historic Evolution of Computers; Classification of computers: Microcomputer, Minicomputer, mainframes, Supercomputers; Personal computers: Desktop, Laptops, Palmtop, Tablet PC; Hardware & Software; Von Neumann model.

Module–II: Hardware: CPU, Memory, Input devices, output devices. Memory units:
RAM (SDRAM, DDR RAM, RDRAM etc. feature wise comparison only); ROM-different types: Flash memory; Auxiliary storage: Magnetic devices, Optical Devices; Floppy, Hard disk, Memory stick, CD, DVD, CD-Writer; Input devices - keyboard, mouse, scanner, speech input devices, digital camera, Touch screen, Joystick, Optical readers, bar code reader; Output devices: Display device, size and resolution; CRT, LCD; Printers: Dot-matrix, Inkjet, Laser; Plotters, Sound cards & speaker.

Module–III: Software- System software, Application software; concepts of files and folders, Introduction to Operating systems, Different types of operating systems: single user, multitasking, time-sharing multi-user; Booting, POST; Basic features of two GUI operating systems: Windows &Linux (Basic desk top management); Programming Languages, Compiler, Interpreter, Databases; Application softwares: Generic Features of Word processors, Spreadsheets and Presentation softwares; Generic Introduction to Latex for scientific typesetting; Utilities and their use; Computer Viruses & Protection, Free software, open source.

Module–IV: Computer Networks- Connecting computers, Requirements for a network: Server, Workstation, switch, router, network operating systems; Internet: brief history, World Wide Web, Websites, URL, browsers, search engines, search tips; Internet connections: ISP, Dial-up, cable modem, WLL, DSL, leased line; email, email software features (send receive, filter, attach, forward, copy, blind copy); characteristics of web-based systems, Web pages, introduction to HTML.
Unit 1
Introduction to Computer

Contents
1.1 Introduction
1.2 Objectives
1.3 Introduction to Computer
  1.3.1 Characteristics of computer
1.4 Digital Signals
1.5 Binary System
1.6 ASCII
1.7 Historic Evolution of Computers
1.8 Generation of computer
1.9 Classification of computers
1.10 Hardware and Software
1.11 Von Neumann model
1.12 Conclusion
1.13 Model questions
1.14 References & Further reading
Unit 2

Computer Hardware

Contents

2.1 Introduction
2.2 Objectives
2.3 Introduction to computer hardware
2.4 Input devices
2.5 Output devices
2.6 Memory Unit
   2.6.1 RAM
   2.6.2 ROM
2.7 Flash memory
2.8 Auxiliary storage devices
2.9 Conclusion
2.10 Model Questions
2.11 References & Further reading
Contents

3.1 Introduction
3.2 Objectives
3.3 Introduction to computer software
3.4 Concepts of files and folders
3.5 Conclusion
3.6 Model questions
3.7 References & Further reading
Unit 4

Introduction to Operating System

Contents

4.1 Introduction
4.2 Objectives
4.3 Operating system-introduction
4.4 Types of operating system
4.5 Booting-Definition
   4.5.1 Booting sequence
   4.5.2 POST
4.6 Conclusion
4.7 Model Questions
4.8 References & Further reading
Unit 5

GUI Operating Systems

Contents

5.1 Introduction
5.2 Objectives
5.3 GUI operating systems-introduction
5.4 User interfaces
  1. windows operating system
  2. Linux operating system
5.5 Conclusion
5.6 Model Questions
5.7 References & Further reading

Unit 6
Contents

6.1 Introduction
6.2 Objectives
6.3 Introduction to programming languages
  6.3.1 Generation of programming languages
  6.3.2 Types of programming languages
6.4 Difference between compiler and interpreter
6.5 Introduction to database
6.6 Conclusion
6.7 Model questions
6.8 References & Further reading

Unit 7
Introduction to IT

Application Software Packages

Contents

7.1 Introduction
7.2 Objectives
7.3 Introduction to application software
7.4 Generic features of word processors
7.5 Generic features of spreadsheets
7.6 Features of presentation software
7.7 Introduction to Latex
7.8 Utility software
7.9 Computer virus
7.10 Free software
7.11 Open source software
7.12 Conclusion
7.13 Model questions
7.14 References & Further reading

Unit 8
Computer Network
Internet

Contents

9.1 Introduction
9.2 Objectives
9.3 History of internet
9.4 World Wide Web
9.5 URL
9.6 Web browser
9.7 Search engine
9.8 Internet Service Providers
9.9 E mail
9.10 Characteristics of web based systems
9.11 Web page
9.12 HTML
9.13 Conclusion
9.14 Model Questions
9.15 References &Further reading

Model Question Paper
Introduction to IT

First Semester B.Sc Degree Examination

Course Code: CS 1121/CP1121

INTRODUCTION TO IT

Time : 3 Hours
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.
33. Write a notes on:
   a) Internet connections
   b) Application Software.
   c) E-mail software features.

34. Discuss various Output devices and Input devices.

35. Discuss the classification of operating system in detail.
School of Distance Education

UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

Bachelor of Library and Information Science (B.L.I.Sc)

SEMESTER 1

LIB 43
LIBRARY CLASSIFICATION & CATALOGUING

(Theory)
Bachelor of library and information Science (B.L.I.Sc)
Semester I
LISB43: Library classification and cataloguing (Theory)

Prepared by:
Sri. K. Raveendran Asari
Rtd. University Librarian
M G University

Edited By:
Renuka R. K.
Lecturer
Library & Information Science
School of Distance Education
University of Kerala

Copyright
Director, SDE
University of Kerala

Printed at: Kerala University Press, Thiruvananthapuram
CONTENTS

MODULE I

Unit 1 Organization of Knowledge in Libraries
Unit 2 General Theory of Library Classification
Unit 3 Facet analysis and the theoretical basis of Colon Classification

MODULE II

Unit 1 Organization of bibliographic files/Bibliographic Control
Unit 2 Bibliographical record formats
Unit 3 Normative Principles of Cataloguing
LISB43: Library Classification and Cataloguing (Theory)

Unit 1. **Organization of Knowledge in libraries:** Role of Library Classification, Purpose and Functions, Over view of major classification schemes – Dewey Decimal classification, Library of Congress Classification, Universal Decimal Classification, Bibliographic classification, Call Number and its functions.

Unit 2. **General Theory of Classification:** The three planes of work, Characteristics, Array, Chain and Filiatory sequence. Principles for helpful sequence, Terminology of classification schemes, Notation and its functions, Qualities of notation – Hospitality, Mnemonics, Types of notation, Notation system of the colon classification.

Unit 3. **Facet Analysis and the theoretical basis of Colon Classification** – Postulates used in the CC, Facets, Principles of facet sequence, Postulational procedure, Modes of formation of subjects.

Unit 4. **Organization of Bibliographic Files:** Concept of Surrogates, Structure and Functions of bibliographic records, Types of bibliographic files (Catalogues, bibliographies, indexes) and their functions. Functional Requirements of Bibliographic records (FRBR). Library catalogues and their functions, Classified catalogues and Dictionary catalogue.

Unit 5. **Bibliographic record formats:** ISO 2709, MARC 21, CCF, ISBD.

**Subject Cataloguing:** Purpose and Functions, Chain Procedure, Sears List of Subject Headings, Thesaurus.

Unit 6. **Normative Principles of Cataloguing:** Canons and Principles, Centralised and Co-operative cataloguing, Automation of cataloguing.
MODULE 1
UNIT 1
ORGANIZATION OF KNOWLEDGE IN LIBRARIES

Contents:

1.1. Introductions
1.2. Objectives
1.3. Classification
   1.3.1. Library Classification (subject approach)
   1.3.2. Helpful Arrangement – APUPA pattern
   1.3.3. Classificationist and Classifier
   1.3.4. Basic concepts of Classification
   1.3.5. Qualities of a good classification scheme:
   1.3.6. Need and purpose of Library Classification
1.4. General Schemes of Classification
   1.4.1. Dewey Decimal Classification (DDC)
   1.4.2. The Structure of DDC
   1.4.3. Adding numbers from other parts of the schedule
   1.4.4. Revision of DDC
   1.4.5. Merits & weakness of DDC
1.5. Library of Congress Classification (LCC)
1.6. Universal Decimal Classification (UDC)
   1.6.1. Development of the scheme
   1.6.2. The UDC Consortium
   1.6.3. Organization of UDC
   1.6.4. Synthesis of numbers and use of connecting symbols
   1.6.5. How to classify using UDC
1.7. Bibliographic Classification (BC)
   1.7.1. Outline of Bliss Bibliographic Classification
   1.7.2. Recurring Subclasses (Subclasses that occur along with many main classes)
1.8. Summary
1.9. Self Assessment Questions/ Exercises
1.10. References and Further Reading
MODULE 1
UNIT 2
GENERAL THEORY OF LIBRARY CLASSIFICATION

Contents
2.1. Introduction
2.2. Objectives
2.3. The three planes of work
2.3.1. Idea Plane
2.3.2. Verbal Plane
2.3.3. Notational Plane
2.4. Principles of Helpful Sequence
2.4.1. Principle of Later-in-Time
2.4.2. Principle of Later-in-Evolution
2.4.3. Principle of Spatial Continuity
2.4.4. Principle of Increasing Quantity
2.4.5. Principle of Decreasing Quantity
2.4.6. Principle of Canonical Sequence
2.4.7. Principle of Literary Warrant
2.4.8. Principle of Increasing Concreteness
2.4.9. Principle of Increasing Artificiality
2.5. Basic concepts and terminology of classification
2.6. Notation
2.6.1. Qualities of Notational System
2.6.2. Need and Purpose of Notation
2.6.3. Qualities of Notation
2.7. Summary
2.8. Self Assessment Questions/ Exercises
2.9. References and Further Reading
MODULE 1
UNIT 3
FACET ANALYSIS AND THE THEORETICAL BASIS OF COLON CLASSIFICATION

Contents
3.1. Introduction:
3.2. Objectives
3.3. Little Bit about Ranganathan
3.4. Basic Principles and Characteristics
3.5. Common Isolates
  3.5.1. Anteriorising Common Isolates
  3.5.2. Posteriorising Common Isolates (PCI)
3.6. Phase relation
3.7. Devices for the formation and sharpening of isolate ideas
  3.7.1. Chronological Device (CD)
  3.7.2. Geographical Device (GD)
  3.7.3. Subject Device (SD)
  3.7.4. Alphabetical Device (AD)
  3.7.5. Enumeration Device (ED)
3.8. Three planes of work
  3.8.1. Idea plane
  3.8.2. Verbal plane and
  3.8.3. Notational plane
3.9. Book Number
3.10. Characteristics of the Universe of Knowledge
3.11. Modes of formation of Subjects
3.12. Summary
3.13. Self Assessment Questions/ Exercises
3.14. References and Further Reading
MODULE II
UNIT 1
ORGANIZATION OF BIBLIOGRAPHIC FILES/BIBLIOGRAPHIC CONTROL

Contents
1.1. Introduction:
1.2. Objectives
1.3. Classified Catalogue
1.4. Dictionary Catalogue
1.5. Functions of a library catalog
1.6. Functional Requirements of Bibliographic Records
1.7. Catalogue types
1.8. Concept of Surrogates
1.9. Added entries for all access points
1.10. Bibliographic record – Structure
   1.10.1. Types of Bibliographic Files
1.11. Arrangement of Entries in Catalogues
1.12. Types of Bibliographies
1.14. CATALOGING RULES
1.15. International Standard Bibliographic Description (ISBD)
1.16. Summary
1.17. Self Assessment Questions/ Exercises
1.18 References and Further Reading
MODULE II
UNIT 2
BIBLIOGRAPHICAL RECORD FORMATS

Contents:

2.1. Introduction
2.2. Objectives
2.3. Machine Readable Catalogue – MARC (Computerized Catalogue)
2.4. MARC 21
2.5. Common Communication Format (CCF)
2.6. Subject Cataloguing
2.7. Pre-coordinate Indexing Systems based on Authority Files
2.8. Chain Procedure
2.9. Thesaurus Construction
   2.9.1. Factors to be considered for constructing a thesaurus
2.10. Summary
2.11. Self Assessment Questions/ Exercises
2.12. References and Further Reading
MODULE II
UNIT 3
NORMATIVE PRINCIPLES OF CATALOGUING

Contents:

3.1. Introduction
3.2. Objectives
3.3. General Principles
   3.3.1. Normative principles of cataloguing
3.4. Cooperative Cataloguing
3.5. Centralized cataloguing
3.6. Union Catalogue
3.7. Summary
3.8. Self Assessment Questions/ Exercises
3.9. References and Further Reading
First Degree Programme in B. Sc. Mathematics

SEMESTER I

Methods of Mathematics

(MM - 1141)
School of Distance Education
University of Kerala.
Palayam
Thiruvananthapuram - 695 034

First Degree Programme in B. Sc. Mathematics
Semester - I
Methods of Mathematics (MM - 1141)

SLM written by

Dr. R. S. Indu
Assistant Professor,
Govt. Engineering College, Barton Hill, Thiruvananthapuram

Edited by

Dr. K. S. Zeenath
Associate Professor,
S.D.E., University of Kerala

Copies : 500 Bks. (kap.03/2017-18)
Copyright
Director, S.D.E.
University of Kerala.

All rights reserved
Printed at : Kerala University Press, Thiruvananthapuram
## Contents

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Topic</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Numbers</td>
<td>1</td>
</tr>
<tr>
<td>2.</td>
<td>Induction</td>
<td>6</td>
</tr>
<tr>
<td>3.</td>
<td>Euclid’s Algorithm</td>
<td>19</td>
</tr>
<tr>
<td>4.</td>
<td>Unique Factorization</td>
<td>35</td>
</tr>
<tr>
<td>5.</td>
<td>Congruence classes</td>
<td>51</td>
</tr>
<tr>
<td>6.</td>
<td>More Properties of congruence</td>
<td>61</td>
</tr>
<tr>
<td>7.</td>
<td>Graph of Equations</td>
<td>68</td>
</tr>
<tr>
<td>8.</td>
<td>New Functions from old functions</td>
<td>78</td>
</tr>
<tr>
<td>9.</td>
<td>Lines</td>
<td>94</td>
</tr>
<tr>
<td>10.</td>
<td>Family of Functions</td>
<td>105</td>
</tr>
<tr>
<td>11.</td>
<td>Parametric Equation</td>
<td>121</td>
</tr>
<tr>
<td>12.</td>
<td>Limits</td>
<td>129</td>
</tr>
<tr>
<td>13.</td>
<td>Continuity</td>
<td>156</td>
</tr>
<tr>
<td>14.</td>
<td>The Derivative</td>
<td>170</td>
</tr>
<tr>
<td>15.</td>
<td>Techniques of Differentiation</td>
<td>181</td>
</tr>
<tr>
<td>16.</td>
<td>Implicit Differentiation</td>
<td>197</td>
</tr>
<tr>
<td>17.</td>
<td>Analysis of Functions I</td>
<td>208</td>
</tr>
<tr>
<td>18.</td>
<td>Analysis of Functions II</td>
<td>219</td>
</tr>
<tr>
<td>19.</td>
<td>Analysis of Functions III</td>
<td>224</td>
</tr>
<tr>
<td>20.</td>
<td>Rectilinear Motion</td>
<td>229</td>
</tr>
<tr>
<td>21.</td>
<td>Conic Sections in Calculus</td>
<td>237</td>
</tr>
<tr>
<td>22.</td>
<td>Rotation of Axes</td>
<td>254</td>
</tr>
</tbody>
</table>
M.A. ECONOMICS
SEMESTER-1

EC-214
Quantitative Methods
M.A Economics
Semester - I
EC – 214
Quantitative Methods

Prepared by:
Dr. Kishore H.
Assistant Professor in Economics
Mahatma Gandhi College
Thiruvananthapuram

Edited by:
Dr. S.R. Sheeja
Co-ordinator, M.A. Economics
School of Distance Education
University of Kerala

First Published in 2017
All rights reserved
© Director, School of Distance Education
Printed at: University Press, University of Kerala
MODULE 1
MATRIX ALGEBRA
UNIT 1
Matrix Operations

Contents

1.1. Introduction
1.2 Objectives
1.3 Matrix
1.4. Types of Matrices
1.5. Operations on matrices
1.6. Self- assessment Questions
1.7. Let us Sum Up
1.8. References
1.9. Further Readings
1.10. Glossary
UNIT – 2
Determinants

Contents
2.1 Introduction
2.2 Objectives
2.3 Determinants
2.4 Minors and Cofactors of a Determinant
2.5 Properties of Determinants
2.6 Cofactor and Adjoint Matrix
2.7 Singular and non singular matrices
2.8 Inverse of a matrix
2.9 Solving Linear Equations with the Inverse
2.10 Cramer’s Rule for Matrix Solution
2.11 Orthogonal Matrix
2.12 Rank of a Matrix
2.13 Self-Assessment Questions
2.14 Let us sum up
2.15 References
2.16 Further Readings
2.17 Glossary
MODULE– 2
LINEAR PROGRAMMING (LP) AND GAME THEORY

UNIT- 4
Linear Programming

Contents

4.1 Introduction
4.2 Objectives
4.3 Linear Programming
4.4 Assumptions of Linear Programming Technique
4.5 Ingredients of LP Technique
4.6 Formulation of Mathematical Model to a LPP
4.7 Solution for GLPP – Graphical Method
4.8 Standard form of LPP
4.9 The Simplex Method
4.10 Duality and its utility
4.11 Self-Assessment questions
4.12 Let Us Sum Up
4.13 References
4.14 Further Readings
4.15 Glossary
UNIT – 5

GAME THEORY

Contents

5.1 Introduction
5.2 Objectives
5.3 Introduction to Game Theory
5.4 Components of a Game
5.5 Co-operative and non co-operative games
5.6 Constant sum or Zero-sum game and Non zero-sum game
5.7 Pure strategy and Mixed strategy
5.8 Maximin and Minimax strategies
5.9 Saddle point solutions (Strictly determined game)
5.10 Mixed strategy
5.11 Self Assessment Questions
5.12 References
5.13 Further Readings
5.14 Glossary
MODULE 3

DIFFERENTIAL AND INTEGRAL CALCULUS

UNIT-6
Differential Calculus: One Variable Case

Content

6.1 Introduction.
6.2 Objectives
6.3 Differential co-efficient or Derivative of a Function
6.4 Differentiability and Continuity
6.5 Determination of the Derivative from First Principles
6.6 Rules of Differentiation
6.7 Function of a Function
6.8 Logarithmic Differentiation
6.9 Implicit Function
6.10 Differentiation of one function with respect to another
6.11 Differentiation of parametric function
6.12 Successive Differentiation
6.13 Maxima and Minima
6.14 Application of Simple Derivatives in Economics (Marginal Analysis)
6.15 Optimisation in Economic Functions
6.16 Self-Assessment Questions
6.17 Let Us Sum Up
6.18 References
6.19 Further Readings
6.20 Glossary
UNIT – 7

Partial and total derivatives

Contents

7.1 Introduction
7.2 Objectives
7.3 Function of several variables and partial derivatives
7.4 Partial Derivatives of Second Order
7.5 Cross Partial Derivatives
7.6 Application of Partial Derivatives in Economics
7.7 Total Differential
7.8 Maximum and Minimum of functions
7.9 Lagrange’s Multiplier Method
7.10 Producers Equilibrium
7.11 Consumer’s Equilibrium
7.12 Self-Assessment Questions
7.13 Let Us sum Up
7.14 References
7.15 Further Readings
7.16 Glossary
UNIT – 8

Integral Calculus

Content

8.1 Introduction
8.2 Objectives
8.3 Integration
8.4 Method of Substitution
8.5 Integration by Parts
8.6 Integration Using Partial Fractions
8.7 Definite Integrals
8.8 Properties of Definite Integrals
8.9 Area under a curve
8.10 Application of Integration in Economics
8.11 Consumer’s and Producer’s surplus
8.12 Capital Formation
8.13 Self-Assessment Questions
8.14 Let Us Sum Up
8.15 References
8.16 Further Readings
8.17 Glossary
MODULE – 4

DIFFERENTIAL AND DIFFERENCE EQUATIONS

UNIT- 9
Differential Equation

Content

9.1 Introduction
9.2 Objectives
9.3 Differential equation
9.4 Order and degree of differential equation
9.5 Formation of Differential equation
9.6 Solution to a Differential equation
9.7 Equations of first order and first degree
9.8 Linear equation
9.9 First Order Linear Equation
9.10 Exact equations
9.11 Application of Differential equation in Economics
9.12 Self Assessment Questions
9.13 Let Us Sum Up
9.14 References
9.15 Further Readings
9.16 Glossary
UNIT -10

DIFFERENCE EQUATIONS

Content

10.1 Introduction
10.2 Objectives
10.3 Difference Equations
10.4 General formula for first order linear difference equations
10.5 Lagged Income Determination model
10.6 The Cobweb model
10.7 The Harrod Model
10.8 Self-Assessment Questions
10.9 Let Us Sum Up
10.10 References
10.11 Further readings
10.11 Glossary

***************************************************************************
M. A. Hindi
First Semester

Course Code: HL 1104

Core Course - 1
भारतीय एवं पाश्चात्य काव्य चित्तन
School of Distance Education
University of Kerala,
Palayam
Thiruvananthapuram - 695034

M A Hindi
(First Semester)

Course Code: HL 1104

Indian and Western Literary Thought
भारतीय एवं पाश्चात्य काव्य चित्र

Prepared & Edited by:
Dr. Indu K. V.
Assistant Professor of Hindi
SDE, University of Kerala.

Copies: 150 (kup. 940/2018-19)
Copyright
Director, SDE
University of Kerala

Printed at: Kerala University Press, Thiruvananthapuram
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 उदेश्य
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 शैली
1.1.6. काव्य के तत्त्व
   1.1.6.1. भावत्त्व (रागात्मक तत्त्व)
   1.1.6.2. कल्पना तत्त्व
   1.1.6.3. बुद्धि तत्त्व
   1.1.6.4. शैली (कला) तत्त्व
1.1.7. गद्य साहित्य
   1.1.7.1. उपन्यास
      1.1.7.1.1. उपन्यास के प्रमुख तत्त्व
   1.1.7.2. कहानी
      1.1.7.2.1. कहानी के प्रमुख तत्त्व
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. भभिमा
   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 भारत के रससूत्र और इसकी विभिन्न व्याख्याएं
   1.2.3.1 भट्ट लोलट- उत्पत्तिवाद (आरोपवाद)
   1.2.3.2 शंकुक- अनुभिविद्वाद (अनुमानवाद)
   1.2.3.3 भट्ट नायक-भूतवाद (भोगवाद)
   1.2.3.4 अभिभव्यकुसे- अभिभव्यक्ष्यवाद (अभिभव्यजन्यन वाद)
1.2.4 साधारणीकरण सिद्धांत
1.2.5 ध्वनि सिद्धांत - आनंदवर्धन
1.2.6 रीति सिद्धांत -वास्तव
   1.2.6.1 काव्य के गुण
   1.2.6.2 पांडकाय विद्वानों की दृष्टि में रीति
1.2.7 वक्रोहक्त सिद्धांत -कुंकुम
   1.2.7.1 वक्रोहक्त तथा अन्य काव्य तत्त
   1.2.7.2 वक्रोहक्त के भेद
   1.2.7.3 वक्रोहक्तवाद और अभिभव्यजनावाद
1.2.8 औषचित्व सिद्धांत – क्षेमेन्द्र
1.2.9 अलंकार सिद्धांत - सामह, उद्धृत, रूढ़त
   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 हुलारे वाजपेयी
1.3.5 रामबिलास शर्मा
1.3.6 नामवर सिंह
1.3.7 हजारी 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 शाखा

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. नाटक की विवेचना
2.2.2.2. नाटक के तत्त्व

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. विचारतत्त्व (Thought)
2.2.2.2.5. संगीत (Melody)
2.2.2.2.6. दृश्य विधान (Spectacle)

2.2.3. नाटकीय 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 लॉजिनस 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 स्वच्छन्दता वाद
   2.3.3 कोलरिज और वहर्षवर्ष
      2.3.3.1 कोलरिज
         2.3.3.1.1 कल्पना संबंधी विचार
         2.3.3.1.2 काव्य शैली
      2.3.3.2 वहर्षवर्ष
         2.3.3.2.1 वहर्षवर्ष के काव्य विषयक विचार
   2.3.4 मैथ्यु अनोल्ड
      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 क्रोधे
2.3.5.1. सहजानुपूर्वति
2.3.5.2. सहजानुपूर्वति और काला
2.3.5.3. काला की अखंडता
2.3.5.4. कलाकार के साधन
2.3.5.5. सामाजिक के लिए अपेक्षित धर्मताएं

2.3.6 आई ए रिचाउर्ड्स
2.3.6.1. मूल्य का सिद्धांत और साहित्य
2.3.6.2. प्रेषणायता 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. आधुनिकता वाद (Modernism)

2.4.4. मनोविश्लेषण पद्धति (psychological Analysis)

2.4.5. एसिटित्ववाद (Existentialism)

2.4.6. प्रतीकवाद (Symbolism)

2.4.7. वास्तववाद (Realism)

2.4.8. सुर-वास्तववाद (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. ख्री 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

******

381
Semester – I

M. A. Malayalam
Language and Literature
School of Distance Education
University of Kerala,
Thiruvananthapuram.

MA Malayalam Language and Literature
Semester - I

Prepared by
Sri. B. Ramachandran Pillai
Associate Professor (Retd.)

Edited by
Dr. A. M. Unnikrishnan
Professor,
SDE, University of Kerala

Copies : 500 Bks. (kup. 851/2018-19)

Copyright
Director, S.D.E.
University of Kerala.

All rights reserved
Printed at : Kerala University Press, Thiruvananthapuram
1. വാൻമിണി - അക്ഷര പ്രതി

2. തീയതിയില്ല - മൂന്നാംപതിതലിൽ പെട്ടികളുടെകൊല്ലുക

3. വാതകം - അരികനിഗ്രഹം - വിജ്ഞാപനом 25 പ്രോണി

4. വെള്ളപ്പുഴ - പുറംകൊയ്തൊരു, പ്രസാദമായിരിക്കുമാണ്

5. കുരുമന്തല - കൊറിയാം (181 വരികൾ)

6. ഏറ്റവുംഫലപ്രദക്ഷിണം

7. കാക്കാമാൻ

8. കാക്കാമാൻ പേർ

9. മാണിക്യം

10. ഏറ്റവുംസുഹൃത്തം
നാവേല - കാഴ്ചപ്പാട്

നാവേല - പ്രായോഗികപ്രവണതയുടെ അവലംബം

നാവേലക്ലാസ് അധ്യാപന

നാവേലക്ലാസ്

നാവേലക്ലാസ് ചെയ്

നാവേലക്ലാസ് സ്വാധീനം

അവസ്ഥാനം: ചെയ്ത ദൃശ്യം

നാവേൽ

ഭാഗം 1

(2) പോസിഷൻ എൻജിനിയർ

(3) പോസിഷൻ കമാന്ഡ് ക്ലുബ്

(4) പോസിഷൻ കമാന്ഡ് ക്ലുബ്

(5) പോസിഷൻ മേനേജർ

(6) പോസിഷൻ ഫർജ്ജന്റ് ബിസിനസ്സ്

(7) പോസിഷൻ ഫാൻറ്ററി

(8) പോസിഷൻ ഫാൻറ്ററി

(9) പോസിഷൻ പ്ലാൻറിൽ

(10) പോസിഷൻ പ്ലാൻറിൽ

(11) അന്താരാഷ്ട്ര പോസിഷൻ പ്ലാൻറിൽ
താളുടൻ വയവാണ്

എന്നാല്‍ ആദ്യത്തെ അയന്ന്

താളുടൻ വയവാണ്

താളുടൻ വയവാണ്

താളുടൻ വയവാണ്

3.7.2 അപകടം സ്ഥാനം

ആധാരം

കൃത്യതയില്‍ (അതുവഴി 25 പട്ടിക)

കൃത്യതയില്‍

പ്രവാചകാണവണ

പ്രവാചകാണവണ

പ്രവാചകാണവണ

പ്രവാചകാണവണ

പ്രവാചകാണവണ

പ്രവാചകാണവണ

പ്രവാചകാണവണ

പ്രവാചകാണവണ
ഉദ്ദേശ്യം വിദ്യാലയത്തിന്

പാഠം ഭാഷാപാത്രത്തിന്

പാഠശാലാ ഉദ്ദേശ്യം

അപ്രതിഫലിതം

ക്ഷേത്രത്തിന്

അപ്രതിഫലിതം

ഉദ്ദേശ്യം - പാഠശാലാപാത്രത്തിന്

ഉദ്ദേശ്യം

അപ്രതിഫലിതം

സാധനം

സാധനം

സാധനം

(181 മേള)

തിരികെയോട്ടം

സാധനം

സാധനം

ടിയർക്കേട്ടുകൾ

സാധനം

സാധനം - പാഠശാലാപാത്രം

സാധനം

അപ്രതിഫലിതം

സാധനം

387
അധിവസില പ്രവര്‍ത്തിച്ച്

കേരളത്തിലും

േറേണ് പുരാവൃത്തം

ഇന്ത്യയിലെ മുന്നോട്ടുള്ള പ്രവൃത്തികൾ സന്ദർശിച്ച്

കാലീനതയില്ല

അധിവസിലറിക്കുന്നു
M. A. SOCIOLOGY
First Semester

SO 2.1.4
SOCIAL RESEARCH METHODS - I
MODULE: I - V
M A SOCIOLOGY (First Semester)

SO 2.1.4 SOCIAL RESEARCH METHODS - I

Prepared by:

Dr. Maya P. V.
Keezhandoor House,
Gandhipuram, GRA J-47 Army lane
Sreekariyam P.O
Thiruvananthapuram -695 017

Dr. Asha V.
Professor of Sociology,
SDE, University of Kerala.

Edited By:

Dr. Asha V.
Professor of Sociology,
SDE, University of Kerala.

Copies : 500 (kup. 825/2018-19)

Copyright
Director, SDE
University of Kerala

Printed at: Kerala university press, Thiruvananthapuram
MODULE- I

Unit - 1

DEFINITION OF SOCIAL RESEARCH

Contents
I.1.1. Introduction
I.1.2. Objectives
I.1.3. Definitions, Meaning and Characteristics of Social Research
I.1.4. Objectives of Social Research
I.1.5. Scope of Social Research
I.1.6. Importance of Social Research
I.1.7. Use of Social Research
   a. Ethical consideration in Social Research
   b. Theoretical concern in Social Research
I.1.8. Principles of Social Research
I.1.9. Methodological assumptions
I.1.10. Conclusion
I.1.11. Self-check questions
I.1.12. Bibliography and Further readings
I.1.13. Space for note

Unit 2

PARADIGMS OF RESEARCH

Contents
I.2.1. Introduction
I.2.2. Objectives
I.2.3. Research paradigms
I.2.4. Functions of paradigm
I.2.5. Types of paradigm
   Positivism
   Interpretive or constructive paradigm
   Critical paradigm
I.2.6. Research paradigm and research method
I.2.7. Conclusion
I.2.8. Self-check questions
I.2.9. Bibliography and Further readings
I.2.10. Space for note
Unit - 3

RELATION BETWEEN THEORY AND RESEARCH

VALIDITY AND REALIBILITY OF RESEARCH

Contents
I. 3.1. Introduction
I. 3.2. Objectives
I. 3.3. Theory and sociological research
I. 3.4. Role of theory in research
I.3.5. Criteria of Research: validity, reliability and representativeness
  I.3.5.1. Validity
  I.3.5.2. Reliability
  I.3.5.3. Representativeness
I.3.6. Conclusion
I.3.7. Self-check questions
I.3.8. Bibliography and Further readings
I.3.9. Space for note

MODULE - II

Unit -1

TYPES OF RESEARCH

RESEARCH BASED ON THE PURPOSE OF SOCIAL RESEARCH

Contents
II.1.1 Introduction
II.1.2 Objectives
II.1.3 Three purpose of Research
  II.1.3.1 Exploratory
  II.1.3.2 Descriptive research
II.1.3.3 Explanatory research
II.1.4 Types of Research based on the strategy
  II.1.4.1 Qualitative research
  II.1.4.2 Quantitative research
II. 1.5 Qualitative v/s Quantitative data analysis
II.1.6 Conclusion
II.1.7 Self-check questions
II.1.8 Bibliography and further readings
II.1.9 Space for note
Unit 2

TYPES OF RESEARCH

BASIC AND APPLIED, ACTION AND PARTICIPATORY RESEARCH

(Based on outcome or result)

Contents
II.2.1. Introduction
II.2.2. Objectives
II.2.3. Basic research or pure research
II.2.4. Applied research
II.2.5. Action research
II.2.6. Participatory research
II.2.7. Conclusion
II.2.8. Self-check questions
II.2.9. Bibliography and Further readings
II.2.10. Space for note

Unit 3

BASIC RESEARCH DESIGNS IN SOCIOLOGY

CROSS SECTIONAL, LONGITUDINAL, CASE STUDY

Contents
II.3.1. Introduction
II.3.2. Objectives
II.3.3. Definition of research design
II.3.4. Cross sectional design
II.3.5. Longitudinal design
II.3.6. Case study
II.3.7. Conclusion
II.3.8. Self-check questions
II.3.9. Bibliography and further readings
II.3.10 Space for note
Unit 4

TYPES OF DATA

PRIMARY AND SECONDARY DATA

Contents
II.4.1. Introduction
II.4.2. Objectives
II.4.3. Types of data
   II.4.3.1. Primary data
   II.4.3.2. Secondary data
II.4.4. Conclusion
II.4.5. Self-check questions
II.4.6. Bibliography and further readings
II.4.7. Space for note

MODULE III

UNIT 1

RESEARCH AS A CYCLICAL PROCESS: BASIC STEPS IN RESEARCH

Contents
III. 1.1. Introduction
III. 1.2. Objectives
III. 1.3. Basic steps in research
   III.1.3.1 Formulation of the research problem
   III.1.3.2 Review of the literature
   III.1.3.3 Pilot study
   III.1.3.4 Research objectives, research questions
   III.1.3.5 Hypotheses
   III.1.3.6 Identifying variables
   III.1.3.7 Defining concepts
   III.1.3.8 Research Design
   III.1.3.9 Universe, unit and sampling
   III.1.3.10 Data Collection
   III.1.3.11 Classification; coding – decoding and tabulation of data
   III.1.3.12 Analysis and interpretation of data
   III.1.3.13 Preparation of report
III. 1. 4 Conclusion
III. 1. 5 Self- check questions
III. 1. 6 Bibliography and further readings
III. 1. 7 Space for note
MODULE - IV

SKETCHES OF COMMON SOCIAL RESEARCH METHODS

Unit 1

SAMPLE SURVEY METHOD AND DOCUMENTARY RESEARCH

Contents
IV.1.1. Introduction
IV.1.2. Objectives
IV.1.3. Sample survey
  IV.1.3.1. Merits of survey methods
  IV.1.3.2. Demerits of survey method
  IV.1.3.3. Steps in sampling
  IV.1.3.4. Definition of social survey
  IV.1.3.5. Kind of social survey
  IV.1.3.6. Objectives of social sample survey
  IV.1.3.7. Pre-requisite of a good surveyor
  IV.1.3.8. Advantages of social survey methods
  IV.1.3.9. Disadvantages of social survey methods
  IV.1.3.10. Steps of social survey
IV.1.4. Documentary research
  IV.1.4.1. Role of documentary research
  IV.1.4.2. Primary versus secondary documents
  IV.1.4.3. Classification of documents
IV.1.5. Conclusion
IV.1.6. Self-check questions
IV.1.7. Bibliography and further readings
IV.1.8. Space for note
Unit - 2

EXPERIMENTAL RESEARCH- FOCUS GROUP DISCUSSION-

LIFE HISTORY – TRIANGULATION

Contents
IV.2.1. Introduction
IV.2.2. Objectives
IV.2.3. Definition of experimental research
IV.2.4. Type of experimental research
IV.2.5. Difficulties of social experiments
IV.2.6. Advantages of experimental method
IV.2.7. Focus group discussion
  IV. 2.7.1 Key elements of a focus group
  IV.2.7.2 Types of focus group discussion
IV.2.8. Life history method
IV.2.9. Triangulation
  IV. 2.9.1 Type of triangulation
  IV. 2.9.2 Advantages of triangulation
  IV. 2.9.3 Disadvantages of triangulation
IV. 2.10 Conclusion
IV. 2.11 Self-check questions
IV. 2.12 Bibliography and further readings
IV.2.13 Space for note
MODULE - V

Unit 1

REPORT WRITING- BIBLIOGRAPHY- DOCUMENTATION

Contents
V.1.1. Introduction
V.1.2. Objectives
V.1.3. Meaning and need for report
  V.1.3.1. Types of Reports
  V.1.3.2 Characteristics a good report:
  V.1.3.3 Steps in report writing
  V.1.3.4 Problems in Report Writing
  V.1.3.5. Guidelines for report writing
  V.1.3.6. Format of the research report
V.1.4 The Foot Notes
  V.1.4.1 Use a foot note to:
  V.1.4.2 Examples of Footnotes: The first time a source is acknowledged:
V.1.5 Bibliography
  V.1.5.1 Tips of writing bibliography
  V.1.5.2 Types of Bibliographies
  V.1.5.3. Units of bibliography entry:
V.1.6. Documentation
V.1.7 Use of Statistics, Diagrams and Graphs
V.1.8 The Final Draft
V.1.9. Conclusion
V.1.10 Self-check questions
V.1.11 Bibliography
V.1.12 Space for note

*****
School of

Distance Education

UNIVERSITY OF KERALA  PALAYAM CAMPUS  THIRUVANANTHAPURAM - 695 034

Phone: 0471-2300137

M.Com. (SEMESTER- I)

SELF-LEARNING MODULE (SLM)

Paper- III

Research Methodology
<table>
<thead>
<tr>
<th>Unit</th>
<th>Particulars</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>MODULE - I: FUNDAMENTALS OF RESEARCH</strong></td>
<td>001 - 035</td>
</tr>
<tr>
<td>Unit: 1</td>
<td>FUNDAMENTALS OF RESEARCH</td>
<td>001 - 013</td>
</tr>
<tr>
<td>Unit: 2</td>
<td>RESEARCH METHODS AND PROCESS</td>
<td>014 - 035</td>
</tr>
<tr>
<td></td>
<td><strong>MODULE – II: RESEARCH DESIGN</strong></td>
<td>036 - 057</td>
</tr>
<tr>
<td>Unit: 3</td>
<td>FORMULATION OF RESEARCH PROBLEM</td>
<td>036 - 048</td>
</tr>
<tr>
<td>Unit: 4</td>
<td>DEVELOPING A RESEARCH DESIGN</td>
<td>049 - 057</td>
</tr>
<tr>
<td></td>
<td><strong>Module- III: SAMPLING TECHNIQUES AND DATA COLLECTION METHODS</strong></td>
<td>058 - 102</td>
</tr>
<tr>
<td>Unit: 5</td>
<td>SAMPLING TECHNIQUES</td>
<td>058 - 076</td>
</tr>
<tr>
<td>Unit: 6</td>
<td>METHODS OF DATA COLLECTION</td>
<td>077 - 102</td>
</tr>
<tr>
<td></td>
<td><strong>MODULE- IV: TESTING OF HYPOTHESIS</strong></td>
<td>103 - 123</td>
</tr>
<tr>
<td>Unit: 7</td>
<td>TESTING OF HYPOTHESIS</td>
<td>103 - 123</td>
</tr>
<tr>
<td></td>
<td><strong>MODULE- V: REPORT WRITING AND PRESENTATION</strong></td>
<td>124 - 145</td>
</tr>
<tr>
<td>Unit: 8</td>
<td>REPORT WRITING AND PRESENTATION</td>
<td>124 - 145</td>
</tr>
</tbody>
</table>
Content Overview

1.1 Introduction
1.2 Learning outcomes
1.3 Meaning of Research
1.4 Research Methodology
1.5 Nature and Features of Research
1.6 Significance of Research
1.7 Objectives and Utilities of Research
1.8 Principles of Scientific Research
1.8.1 Scientific methods
1.8.1.1 Induction
1.8.1.2 Deduction
1.9 Qualities of a researcher
1.10 Research Ethics
1.11 Summary of the Unit
1.12 Glossary
1.13 Further Reading
1.14 Self-Assessment Questions
1.15 Assignment
1.16 Reference
MODULE 1
UNIT- 2: RESEARCH METHODS AND PROCESS

Content Overview
2.1 Introduction
2.2 Learning outcomes
2.3 Social Research
2.4 Types of Social Research
   2.4.1 Pure Research/ Fundamental Research
   2.4.2 Applied Research
   2.4.3 Action Research
   2.4.4 Empirical Research
   2.4.5 Descriptive Research
   2.4.6 Historical Research
   2.4.7 Experimental Research
   2.4.8 Case Study
   2.4.9 Survey Research
   2.4.10 Assessment Study
   2.4.11 Comparative Method
   2.4.12 Inter-Disciplinary Research
   2.4.13 Field Investigation Research
   2.4.14 Evaluation Research
   2.4.15 Ex-Post Facto Research
   2.4.16 Laboratory research
   2.4.17 Business Game
2.5 Motivating Factors of Social Research
2.6 Importance and Utility of Social Research
2.7 Limitations of Social Research
2.8 Problems of Social Experiments
2.9 Research Process
2.10 Criteria of a good research
2.11 Summary of the Unit
2.12 Glossary
2.13 Further Reading
2.14 Self-Assessment Question
2.15 Assignment
2.16 Reference
MODULE- II

UNIT- 3: FORMULATION OF RESEARCH PROBLEM

Content Overview
3.1. Introduction
3.2. Learning Outcome
3.3. Identification of Research Problem
   3.3.1. Necessary conditions for Formulation of Research Problem
   3.3.2. Criteria of Good Research Problem
   3.3.3. Source of Research Problem
   3.3.4. Statement of Research Problem
3.4. Identifying Research Gap
3.5. Setting of Research Objectives
3.6. Setting of Hypothesis
3.7. Identifying Variables
   3.7.1 Dependent Variable and Independent Variable
   3.7.2 Extraneous/ Intervening Variable
3.8. Summary of the Unit
3.9. Glossary
3.10 Further Reading
3.11. Self-Assessment/ Review Questions
3.12. Assignments/Activities
3.13. Reference
MODULE- II

UNIT- 4: DEVELOPING A RESEARCH DESIGN

Content Overview

4.1. Introduction
4.2. Learning Outcome
4.3. Research Design
4.4. Characteristics of a Good Research Design
4.5. Research Design in case of Descriptive and Diagnostic studies
4.6. Design of Explorative studies
4.7. Experimental study Designs
   4.7.1. Basic Outline of an Experimental Design
   4.7.2. Important Experimental Designs
4.8. Summary
4.9. Glossary
4.10. Further Readings
4.11. Self Assessment Questions
4.12. Assignments/Activity
4.13. Reference
MODULE III

UNIT- 5: SAMPLING TECHNIQUES

Content Overview

5.1. Introduction
5.2. Learning Outcome
5.3. Census Method and Sampling Method
5.4. Steps in Sample Design (Selection of A Sample)
5.5. Sampling Methods (Sampling Techniques)
5.6 Probability Sampling and Non Probability Sampling
5.7 Probability Sampling Methods
   5.7.1 Random Sampling from an Infinite Universe
   5.7.2 Simple Random Sampling
   5.7.3 Stratified Random Sampling
   5.7.4 Systematic Sampling
   5.7.5 Cluster Sampling
   5.7.6 Multi Stage Sampling
5.8 Methods of Non- Probability Sampling
   5.8.1 Purposive Sampling
   5.8.2 Quota Sampling
   5.8.3 Convenience Sampling
   5.8.4 Multiphase Sampling
   5.8.5 Sequential Sampling
5.9 Sampling and Non Sampling Errors
5.10 Summary of the Unit
5.11 Glossary
5.12 Further Reading
5.13 Self-Assessment Questions
5.14 Assignment
5.15 Reference
MODULE- III

UNIT- 6: METHODS OF DATA COLLECTION

Content Overview

6.1 Introduction
6.2 Learning Outcome
6.3 Sources of Data
6.4 Statistical Unit
6.5 Methods of Primary Data Collection
   6.5.1 Direct Personal Investigation
      6.5.1.1 Observation Method
      6.5.1.2 Interview Method
      6.5.1.3 Interview Schedule
      6.5.1.4 Telephone Interview
      6.5.2 Indirect Oral Investigation
6.6 Questionnaire
6.7 Types of Questionnaire
6.8 Construction of a Questionnaire
6.9 Rating Scale
6.10 Secondary Data
6.11 Summary
6.12 Glossary
6.13 Further Reading
6.14 Self Assessment Questions
6.15 Activity
6.16 Reference
MODULE: IV
UNIT- 7: TESTING OF HYPOTHESIS

Content Overview

7.1 Introduction
7.2 Learning Outcomes
7.3 Meaning and Importance of Hypothesis
7.4 Types of Hypothesis
7.5 Source of Hypothesis
7.6 Characteristics of a Hypothesis
7.7 Different Forms of Hypothesis
7.8 Difficulties in Formulation of Hypothesis
3.9 Testing of Hypothesis
3.10 Statistical Hypothesis- Simple and Composite
3.11 Significance Level
3.12 Type I and Type II Errors
7.13 Two Tailed and One Tailed Tests
7.14 Parametric Statistics and Non-Parametric Statistics
7.15 Summary of the Unit
7.16 Glossary
7.17 Further Reading
7.18 Self Assessment Questions
7.19 Assignments
7.20 Reference
MODULE- V
UNIT- 8: REPORT WRITING AND PRESENTATION

Content Overview

8.1. Introduction
8.2. Learning Outcome
8.3. Research Report
8.4. Significance of Report Writing
8.5. Steps in Writing Report
8.6. Format of the Research Report
8.7. Style of Writing Report
8.8. Qualities of a Good Research Report
8.9. Documentation
  8.9.1. Footnote
  8.9.2. Endnote
  8.9.3. Bibliography
  8.9.4. Bibliography Vs. References
  8.9.5. Formats of Citation
8.10 MLA and APA Format
8.11 Summary of the Unit
8.12 Further Reading
8.13 Glossary
8.14 Self Assessment Questions
8.15 Assignment
8.16 References

*****
MA POLITICAL SCIENCE
SEMESTER I

CORE COURSE III
INDIAN GOVERNMENT AND POLITICS
School of Distance Education  
University of Kerala,  
Palayam  
Thiruvananthapuram - 695034  

Self Learning Material (SLM)  
MA Political Science  
Semester I  

CORE COURSE III:  
INDIAN GOVERNMENT AND POLITICS  

Course Editor  
Dr. Rose Mary George  
Assistant Professor of Political Science  
School of Distance Education  
University of Kerala  

Course Writer  
Dr. Suryaprasad K.  
Assistant Librarian, Campus Library  
University of Kerala  

First Published in 2017  
All rights reserved  
Copy Right: Director, School of Distance Education  
Printed at: University Press, University of Kerala  
(182/2017-18 300)
MODULE I

Unit 1

Constitution and Constitutional Law

Contents

1.1 Introduction
1.2 Objectives
1.3 Constitution
   1.3.1 Meaning and definition
   1.3.2 Features of the constitution
   1.3.3 Characteristics and contents
   1.3.4 Classification of constitutions
   1.3.5 Constitutionalism
   1.3.6 Purposes of constitutional governments
   1.3.7 Devices of constitutional governments
   1.3.8 Development of constitutional governments
1.4 Constitutional Law
1.5 Summary
1.6 Glossary
1.7 Further/Suggested Readings
1.8 Model Questions
1.9 References
Unit 2

Framing of the Constitution

(Constituent Assembly, Objectives Resolution)

Philosophy of the Constitution: The Preamble

(Purposes, Significance, Content and Scope)

Contents

2.1 Introduction

2.2 Objectives

2.3 Framing of the Constitution
   2.3.1 The Constituent Assembly
   2.3.1 Working of the Constituent Assembly
   2.3.2 Objectives Resolution
   2.3.3 Committees of the Constituent Assembly
   2.3.4 Criticism of the Constituent Assembly
   2.3.5 Conclusion

2.4 Philosophy of the Constitution: The Preamble
   2.4.1 Purpose of the Preamble
   2.4.2 Significance of the Preamble
   2.4.3 Content and Scope of the Preamble

2.5 Summary

2.6 Glossary

2.7 Further/suggested Readings

2.8 Model Questions

2.9 References
MODULE II
Unit 3
Compromising State’s authority with Individual Status
Fundamental Rights (Need, Importance and Features)
Human Rights Jurisprudence, Concept of ‘State’ under Article 12
Nature and Scope of Article 13

Contents
3.1 Introduction
3.2 Objectives
3.3 Compromising State’s authority with Individual Status: Fundamental Rights
   3.3.1 Fundamental Rights: Need, Importance and Features
3.4 Concept of State under Article 12
3.5 Nature and Scope of Article 13
3.6 Important Provisions of Fundamental Rights
   3.6.1 Right to Equality
   3.6.2 Right to Freedom
   3.6.3 Right Against exploitation
   3.6.4 Right to Freedom of Religion
3.6 Summary
3.7 Glossary
3.8 Further/suggested Readings
3.9 Model Questions
3.10 References
Unit 4
Fundamental Rights

Question of Amendability of Fundamental Rights

Fundamental Duties

Contents

4.1 Introduction
4.2 Objectives
4.3 Cultural and Educational Rights (Article 29-30)
4.4 Right to Constitutional Remedies (Article 32)
4.5 Amendability of Fundamental Rights
4.6 Fundamental Duties
  4.6.1 Swaram Singh Committee Recommendations
  4.6.2 List of Fundamental Duties
  4.6.3 Features of Fundamental Duties
  4.6.4 Evaluation of Fundamental Duties
  4.6.5 Varma Committee Observations
  4.6.6 Conclusion
4.7 Summary
4.8 Glossary
4.9 Further/Suggested Readings
4.10 Model Questions
4.11 References
Unit 5

Contents
5.1 Introduction
5.2 Objectives
5.3 Directive Principles
  5.3.1 Classification of Directive Principles
  5.3.2 Ideological Classification
  5.3.3 New Directive Principles
  5.3.4 Sanction behind the Directive Principles
  5.3.5 Importance of the Directive Principles
  5.3.6 Criticism of the Directive Principles
  5.3.7 Conflict between Fundamental Rights and Directive Principles
  5.3.8 Difference between Fundamental Rights and Directive Principles
  5.3.9 Implementation of the Directive Principles
5.4 Directives outside the part IV
5.5 Summary
5.6 Glossary
5.7 Further/Suggested Readings
5.8 Model Questions
5.9 References
MODULE III

Unit 6

Federal Process: Centre-State Relations

Contents

6.1 Introduction
6.2 Objectives
6.3 The Indian Federal System
   6.3.1 Federal Features of the Constitution
   6.3.2 Unitary Features of the Constitution
   6.3.3 Financial Relations
   6.3.4 Operational Dynamics
6.4 Summary
6.5 Glossary
6.6 Further/Suggested Readings
6.7 Model Questions
6.8 References
Unit 7

Federal Theories (State Rights Theory, Co-Operative Federalism, Centralized Federalism, Validation of India’s Federal Set Up)

Contents

7.1 Introduction

7.2 Objectives

7.3 Centralized Federalism

7.4 Co-operative Federalism
   7.4.1 Factors that Promote Co-operative Federalism
   7.4.2 Co-operative Federalism in India
   7.4.3 Impact of Globalization and Challenges for Indian Federalism
   7.4.4 Validation of India’s Federal set up

7.5 Summary

7.6 Glossary

7.7 Further/Suggested Readings

7.8 Model Questions

7.9 References
MODULE IV
Unit 8
Legal Order and Process: The Judiciary
(Judicial Review, Judicial Activism, PIL, Judiciary and Social Change,
Independent V. Committed Judiciary, Need for Judicial Reform)

Contents

8.1 Introduction
8.2 Objectives
8.3 The Supreme Court
  8.3.1 Organization of the Supreme Court
  8.3.2 Appointment of Judges
  8.3.3 Qualification of Judges
  8.3.4 Removal of Judges
  8.3.5 Salaries and Allowances
  8.3.6 Powers and Jurisdiction
  8.3.7 Position of the Supreme Court
8.4 Judicial Review
8.5 Judicial Activism
8.6 Public Interest Litigation (PIL)
8.7 Judiciary and Social Change
8.8 Independent V. Committed Judiciary
8.9 Judicial Reforms
8.10 Summary
8.11 Glossary
8.12 Further/Suggested Readings
8.13 Model Questions
8.14 References
MODULE IV
Unit 9
Amendment of the Constitution – Art 368
Prior to the Constitution (Twenty Fourth Amendments)
Act 1971 and After

Contents
9.1 Introduction
9.2 Objectives
9.3 Amendment: Meaning and Definition
   9.3.1 Procedure for Amendment
   9.3.2 Types of Amendment
   9.3.3 Criticism
9.4 24th Constitutional Amendment Act and After – A Critical Survey
9.5 Summary
9.6 Glossary
9.7 Further/Suggested Readings
9.8 Assignment
9.9 References
Unit 10
Study on Select Constitutional Cases

Contents

10.1 Introduction
10.2 Objectives
10.3 A.K. Gopalan V. State of Madras
10.4 Kerala Education Bill
10.5 Golaknath V. State of Punjab
10.6 Keshavananda Bharathi v. State of Kerala
10.7 E.P. Royappa V. State of Tamil Nadu
10.8 S. R. Bommai V. Union of India
10.9 Maneka Gandhi V. Union of India
10.10 Minerva Mills V. Union of India
10.11 Bandhu Mukthi Morcha V. Union of India
10.12 Indira Sawhney V. Union of India
10.13 Gian Kaur V. State of Punjab
10.14 Summary
10.15 Glossary
10.16 Further/Suggested Readings
10.17 Model Questions
10.18 References

*******************************************************************************
M. A. PUBLIC ADMINISTRATION
(PREVIOUS)

PAPER - I
THEORIES AND CONCEPTS OF
PUBLIC ADMINISTRATION
(Paper Code PADC 001)
MA PUBLIC ADMINISTRATION (PREVIOUS)

PAPER - I
THEORIES AND CONCEPTS OF
PUBLIC ADMINISTRATION

Prepared by: 1. Ms. Asha T. Rajan, UGC-JRF in Public Administration (7 Units)
2. Ms. Albenia Angelose, Lecturer in Public Administration (3 Units)

Edited by: Dr. S. Ajitha.
Course coordinator, Public Administration ,SDE

(kup. 827/2018-’19) 300

Copyright
Director, S.D.E.
University of Kerala

Printed at: Kerala University Press, Thiruvananthapuram
PAPER-I
THEORIES AND CONCEPTS OF PUBLIC ADMINISTRATION

Module. I  INTRODUCTION TO PUBLIC ADMINISTRATION

Unit. I   Meaning, Nature, Scope and Significance of Public Administration, Evolution of Public Administration from Dichotomy to Governance

Unit. II  Inter disciplinary Approaches to the study of Public Administration (Sociology, Political Science, Psychology, Economics, Management, Law)

Module. II  APPROACHES TO PUBLIC ADMINISTRATION

Unit-III   Comparative Public Administration, Structural-Functional, Ecological Approach, Rational Choice Approach, Public Choice Approach

Module. III  THEORIES OF ADMINISTRATION

Unit-IV    Scientific Management Theory, Classical Theory

Unit-V     Bureaucratic Theory, Human Relations Theory, Behavioural Approach, Decision Making Theory

Unit-VI    Some Attributes of political systems, Systems Theory

Module-IV  THEORIES OF MOTIVATION AND LEADERSHIP

Unit-VII   Motivational Theories and Leadership Theories

Module-V  THEORIES OF GOVERNANCE

Unit-VIII  Regulation Theory, Institutional Theory, Social Constructivism, Neoliberal Theory, Anti-Development Theory

Unit-IX    Good Governance- The Concept

Unit-X     Governance as the New Public Management
MODULE - I
THEORIES AND CONCEPTS OF PUBLIC ADMINISTRATION
UNIT - I

1.0 Contents
1.1 Objectives
1.2 Meaning of Public Administration
1.3 Nature and Scope of Public Administration
1.4 Evolution of the Study of Public Administration
1.5 Summary
1.6 Self Assessment Questions.
1.7 Assignments
1.8 References

UNIT - II
INTER DISCIPLINARY APPROACHES TO PUBLIC ADMINISTRATION

2.0 Contents
2.1 Objectives
2.2 Philosophical Approach
2.3 Historical Approach
2.4 Contigency Approach
2.5 Rational choice Approach
2.6 The study of Administration
2.7 New Public Administration-Minnowhrook perspective
2.8 Public administration and its relation to other sciences
2.9 Summary
2.10 Assignments
2.12 References
MODULE - II
APPROACHES TO PUBLIC ADMINISTRATION
UNIT – III
COMPARATIVE PUBLIC ADMINISTRATION

3.0 Contents
3.1 Objectives
3.2 Meaning Nature & Scope of Comparative Public Administration
3.3 Evolution of Comparative Public Administration
3.4 Models of Comparative Public Administration
3.5 Comparative Features UK, USA, & India
3.6 Summary
3.7 Self Assessment Questions
3.8 Assignments
3.9 References

MODULE- III
THEORIES OF ADMINISTRATION
UNIT- IV

4.0 Contents
4.1 Objectives
4.2 Scientific management theory
4.3 Classical Theories
4.4 Henry Fayol
4.5 Luther Gulick & Lyndall Urwick
4.6 Summary
4.7 Self Assessment Questions
4.8 Assignment Topic
4.9 References
UNIT-V
THEORIES OF ADMINISTRATION - II

5.0 Contents
5.2 Max Weber and his Critics
5.3 Weberian Model of Bureaucracy
5.4 Critics of Weber
5.5 Karl marx & Bureaucracy
5.6 Hegels Universalistic Emphasis
5.7 Origin of Social Divisions
5.8 Parasitic Role of Bureaucracy
5.9 Behavioural Theory
5.10 Many parker Follet
5.11 Chester Bernard
5.12 Human Relations Theory
5.13 Hawthrone Studies
5.14 Decision Making Theory
5.15 Decision Models in Public Administration
5.16 Models of Decision Making
5.17 Project Management PERT & CPM
5.18 Forcasting Models
5.19 Conclusion/Appraised
5.20 Summary
5.21 Self Assessment Questions
5.22 Assignment
5.23 References
MODULE-V
THEORIES OF GOVERNANCE
UNIT-VIII
Major Theories of Governance

8.0 Contents
8.1 Objectives
8.2 Regulation Theory
8.3 Institutional Theory
8.4 Social Constructivism
8.5 The Neoliberal Theory
8.6 Anti-Development Theory
8.7 Summary
8.8 Model Answers to FAQs
8.9 Assignment
8.10 References

UNIT- IX
GOOD GOVERNANCE: THE CONCEPT

9.0 Contents
9.1 Objectives
9.2 Importance of Good Governance
9.3 Necessary pre-conditions for Good Governance
9.4 Initiatives in the Tenth plan
9.5 Challenges for the Eleventh plan
9.6 Conclusion
9.7 Summary
9.8 Assessment Question.
9.9 Assignments
9.10 References
UNIT – X
GOVERNANCE AS THE NEW PUBLIC MANAGEMENT

10.0 Contents
10.1 Objectives
10.2 Good Governance-concept and applications
10.3 The World Rank Prescription
10.4 Organization for Economic Cooperation and Development (OECD)
10.5 Commission on Global Governance
10.6 United Nations Development Programme (UNDP)
10.7 United Nations Educational, Scientific and Cultural Organisation (UNESCO)
10.8 Redefinition of the state in the context of good governance
10.9 New Economic Policy, 1991
10.10 Decentralized Governance
10.11 Administrative Reforms
10.12 Information Technology
10.13 Issues and Strategies
10.14 E-governance: Concept, goals and challenges
10.14 Information Technology in Government
10.16 Models for E-governance
10.17 Critical Elements in e-governance
10.18 Information System
10.19 Technology
10.20 People
10.21 The Environment
10.22 E-governance is good governance
10.23 New vision for governance
10.24 E-governance is citizen-centric
10.25 Education
10.26 Role of Information Technology in Public Administration
10.27 E-governance by Information Technology
10.28 Objectives of IT in Administration
10.29 Application of E-Governance
10.30 Conclusion
10.31 Summary
10.32 Self Assessment questions
10.33 Assignments
10.34 References

********************************************************************
School of
Distance Education

UNIVERSITY OF KERALA  PALAYAM CAMPUS  THIRUVANANTHAPURAM - 695 034

M. A.
English Language and Literature
Semester I

Course I - Chaucer to the Elizabethan Age
M A English Language and Literature
Semester I

Lessons prepared by:

1. Prologue to the Canterbury Tales
   Prof. Santhakumari & Dr. P. P. Ajayakumar
2. Metaphysical poets
   Prof. K. S. Kammath
3. Prothalamion
   Prof. Santhakumari
4. Bacon’s Essays
   Prof. V. K. Moothathu
5. Utopia
   Prof. G. S. Ramakrishnan
6. Christopher Marlowe: Dr. Faustus
   Prof. Elamma Joseph
7. The Spanish Tragedy
   Prof. E. C. Antony
8. Philip Sidney: Apology for Poetry
   Dr. P. P. Ajayakumar
9. Sir Patric Spens
   Dr. P. P. Ajayakumar

Course I—Chaucer to the Elizabethan Age

Edited By:

Dr. P. P. Ajayakumar
Professor & Coordinator for English, SDE

Copies: 1000 (kup. 440/ 2017-' 18)

Copyright
Director, SDE
University of Kerala

Printed at: Kerala University Press, Thiruvananthapuram
## CONTENTS

### Unit I: Poetry
1.1.1 Geoffrey Chaucer  
Prologue to the Canterbury Tales  

1.1.2 Edmund Spenser  
‘Prothalamion’  

1.1.3 John Donne  
‘The Canonization,’ ‘A Hymn to God the Father’  

1.1.4 Herbert  
‘The Collar’  

1.1.5 Vaughan  
‘The Retreat’  

1.1.6 Andrew Marvell  
‘To His Coy Mistress’  

1.1.7 Ballad (Unknown Author)  
‘Sir Patrick Spens’  

### Unit II: Prose
1.2.1 Francis Bacon  
‘Of Marriage and Single life’  

‘Of Parents and Children’.  

1.2.2 Philip Sidney  
Apology for Poetry (Poem 40 - 48)  

### Unit III: Drama
1.3.1 Christopher Marlowe  
*Dr. Faustus*  

1.3.2 Thomas Kyd.  
*The Spanish Tragedy*  

### Unit IV: Fiction
1.4.1 Thomas More  
*Utopia*  

---

432
FIRST YEAR M. A. HISTORY
SEMESTER-1

HY214A
BRONZE AGE CIVILIZATIONS (Elective)

HY 213 - KERALA HISTORY -1
FIRST YEAR M.A HISTORY
SEMESTER-1
HY214A
BRONZE AGE CIVILIZATIONS (Elective)

Prepared by : Edited by:
Dr. S.Venumohan
Assistant Professor of History
School of Distance Education
University of Kerala

First Published in 2017
All rights reserved
© Director, School of Distance Education
Printed at: University Press, University of Kerala
Module-I

IN SEARCH OF ANTIQUITY

Contents
1.1 Introduction
1.2 Objectives
1.3 Archaeology
1.3.1 Methods of Prospection
1.3.2 Excavation
1.3.3 Description and Classification (Interpretation)
1.3.4 Restoration and Conservation
1.3.5 Dating techniques
1.3.6 Thermoliminescence (TL)
1.4 Ancient Scripts
1.4.1 Epigraphy
1.4.2 The origin of writing
1.4.3 Writing Materials
1.4.4 Cuneiform
1.4.5 Hieroglyphic
1.4.6 Chinese Script
1.5 Anthropology
1.5.1 Fossil Man
1.5.2 Pithecanthropus
1.5.3 Sinanthropus
1.5.4 Heidelberg Man
1.5.5 Australopithecus
1.5.6 Neandertal man
1.5.7 Palestinian Man
1.5.8 Rhodesian Man
1.5.9 Solo Man
1.5.10 Cro-Magnon Man
1.6 Concept of Culture
1.7 Cultural Change
MODULE - II
EARLY STAGES

Contents
2.1. Introduction
2.2 Objectives
2.3 Palaeolithic Age
2.4 The Mesolithic Age
2.5 The Neolithic Age
2.5.1 Neolithic Sites
2.5.2 Neolithic Society
2.5.3 Neolithic Agriculture
2.5.4 The Domestication of animals
2.5.5 Development of Arts and Crafts
2.5.6 Tools and Weapons
2.5.7 Transport
2.5.8 Advancement made by Neolithic Man
2.6 Chalcolithic Age
2.7 Common Characteristics of the earliest civilizations
2.7.1 State
2.7.2 Social classes
2.7.3 Contribution to knowledge
2.7.4 Trade and movement of Ideas

Module - III
MESOPOTAMIA

Contents
3.1 Introduction
3.2 Objectives
3.3 The Land: The earliest cities of Mesopotamia
3.4 Mesopotamian Civilization
3.4.1 Sumerian Culture
   3.4.2 Art and Architecture
   3.4.3 Religion
3.4.4 Economic Condition
3.4.5 Law
3.4.6 Growth of Knowledge
3.5 The Babylonians
3.5.1 Social and Economic Conditions
3.5.2 Art and Architecture
3.5.3 Religion
3.5.4 Learning and Literature
3.5.5 Assyrian Civilization
3.5.6 Chaldean Civilization
Module - IV

THE EGYPTIAN CIYILIZATION

Contents
4.1 Introduction
4.2 Objectives
4.3 The Pre-dynastic period
4.4 Political History under the Pharaohs
4.4.1 The old kingdom (3400 - 2500 B.C.).
4.4.2 The Middle kingdom (about 1800 B.C.)
4.4.3 The New Kingdom (1560 -1150 B.C.)
4.5 Egyptian Religion
4.6 Intellectual Achievements
   4.6.1 Mathematics
   4.6.2 Calender
   4.6.3 Astronomy
   4.6.4 Medicine
   4.6.5 Philosophy
   4.6.6 Literature and Learning
4.7 Social and Economic Life
4.8 Economic Condition
   4.8.1 Agriculture
      4.8.2 Industry
      4.8.3 Commerce

***
Master of Library and Information Science  
(M.L.I.Sc)  
Semester 1  

LISM 53  
INFORMATION TECHNOLOGY APPLICATIONS  
(THEORY)
Master of Library and Information Science (M.L.I.Sc)

Semester I

LISM 53:

Information Technology Applications (Theory)

Prepared by:

Prof. (Dr.) A. Gopikuttan
Former HOD
Dept: of Library & Information Science
University of Kerala
Thiruvananthapuram-34.

Edited by:

Dr. Divya, L. R.
Lecturer (Co-ordinator)
Library and Information Science
School of Distance Education
University of Kerala.
CONTENTS

MODULE I
Unit 1  Development of Information Technology
Unit 2  Internet: Basic Features and Tools

MODULE II
Unit 1  Software Packages
Unit 2  Online Information Systems and Service

MODULE III
Unit 1  Digital Libraries
Unit 2  Artificial Intelligence
MODULE I

Unit 1

Development of Information Technology

Contents

1.1 Introduction
1.2 Objectives
1.3 Library and Information services
1.4 Technologies in LICs
1.5 Impact of IT in Libraries and Information Centres
  1.5.1 Collection Development
    1.5.1.1 Open Access
    1.5.1.2 Institutional repository
    1.5.1.3 E Journal
    1.5.1.4 Library consortia
  1.5.2 Technological Developments
    1.5.2.1 RFID
    1.5.2.2 Barcode
  1.5.3 Web technologies
    1.5.3.1 RSS and Syndication
    1.5.3.2 Blogs
    1.5.3.3 Library 2.0
    1.5.3.4 Web 2.0
    1.5.3.5 Wikis
    1.5.3.6 Social networking
    1.5.3.7 Mashup
  1.5.4 Tools and techniques
    1.5.4.1 OPAC/Web OPAC
    1.5.4.2 Web Dewey
1.6 ICT induced paradigm shift in LICs
1.7 Summary
1.8 Self Assessment Questions / Exercises
1.9 References and Further Reading
MODULE I

Unit 2
Internet: Basic Features and Tools

Contents

2.1 Introduction
2.2 Objectives
2.3 Network based information services
2.4 Connectivity
   2.4.1 Dial up
   2.4.2 Leased line
2.5 ISDN
2.6 Email
2.7 SMTP
2.8 Wireless
2.9 Protocols
   2.9.1 FTP
   2.9.2 HTTP
2.10 Web browser
   2.10.1 Netscape navigator
   2.10.2 Internet explorer
   2.10.3 Web servers
2.11 Web tools
2.12 Search engines
2.13 Internet security
2.14 Web 2.0
   2.14.1 RSS and syndication
   2.14.2 Blogs
   2.14.3 Library 2.0
   2.14.4 Wikis
   2.14.5 Social networking
   2.14.6 Mashup
2.15 Summary
2.16 Self Assessment Questions / Exercises
2.17 Reference and Further Reading
Module II

Unit 1

Software Packages

Contents

1.1 Introduction
1.2 Objectives
1.3 Planning and Implementation of Library automation
1.4 Alice for Windows
1.4.1.1 Salient features
1.4.2 Alice modules
1.4.3 Products and Services
1.4.4 Oliver
1.5 Libsys
   1.5.1 Features
   1.5.2 Products
   1.5.3 Libsys platform
   1.5.4 Support
   1.5.5 Installation
   1.5.6 Training
   1.5.7 Regular Support
   1.5.8 User profile
1.6 SOUL
1.6.1 Modules
1.7 Open source library software packages
1.7.1 Library Automation:
1.7.2 Digital Library:
1.7.3 Web Publishing
1.7.4 Reference management software
1.8 Library software packages developed in India (General study)
1.9 Summary
1.10 Self Assessment Questions / Exercises
1.11 References and Further Reading
MODULE II

Unit 2
Online Information Systems and Service

Content

2.1 Introduction
2.2 Objectives
2.3 Online databases in various subjects, Agencies, vendors
2.4 Online Information search
2.5 Search strategy
2.6 Major approaches to searching
2.7 Search logic
  2.7.1 Boolean logic
  2.7.2 Links and Role
  2.7.3 Weighted term logic
  2.7.4 Term Truncation
2.8 Hypertext
2.9 Hyper media
2.10 Mark up languages
2.11 CD ROM and Multimedia technologies
2.12 Summary
2.13 Self Assessment Questions / Exercises
2.14 References and Further Reading
MODULE III

Unit 1
Digital Libraries

1.1 Introduction
1.2 Objectives
1.3 Genesis
1.4 Definition
1.5 Objective and scope
1.6 Image formats
1.7 Storage media formats
1.8 Software and Hardware for digital libraries
1.9 OCR
1.10 Image editing software
1.11 Input capture devices
   1.11.1 Scanners
   1.11.2 Digital and Movie camera
1.12 Data Ware housing
1.13 Data mining
   1.14 Metadata.
1.15 Summary
   1.16 Self Assessment Questions / Exercises
   1.17 References and Further Reading
MODULE III

Unit 2
Artificial Intelligence

2.1 Introduction
2.2 Objectives
2.3 Artificial Intelligence
  2.3.1 The Beginnings of AI
  2.3.2 Meaning
  2.3.3 Scope and Implications
  2.3.4 Artificial Intelligence Techniques
  2.3.5 Natural Language Processing (NLP)
  2.3.6 Intelligent Retrieval from Databases
  2.3.7 Expert Consulting Systems
  2.3.8 Theorem Proving
  2.3.9 Automatic Programming
  2.3.10 Robotics
2.4 Application of AI Techniques to Library and Information Sciences
2.5 System analysis
2.6 Summary
2.7 Self Assessment Questions / Exercises
2.8 References and Further Reading

*****
M. Sc.
Semester I

Data Structures
M. Sc.
Semester 1

Data Structure

Prepared by:
Anila Thankappan,
Asst. Professor,
Lourde Matha College of Engineering
Kuttichal

Edited by:
Krishna S. S.,
Lecturer in CS, SDE

© Director, SDE

No. of Copies 500
Printed at: University Press,
Thiruvananthapuram
Kup 224/2017-18
MODULE I

UNIT - 1

INTRODUCTION TO DATA STRUCTURES
and ALGORITHMS

Contents

1.1 Introduction
1.2 Objectives
1.3 An Introduction To Data Structures
1.4 Algorithm
   1.4.1 Properties of Good Algorithms
1.5 Analysis Of Algorithms
1.6 BIG “OH” Notation
1.7 Recursion
1.8 Summary
1.9 Further Reading
1.10 Model Questions and Answers
1.11 Bibliography

UNIT - 2

CLASSIFICATION OF DATA STRUCTURES

Contents

2.1 Introduction
2.2 Objectives
2.3 Data Structures Classification
2.4 Linear and Nonlinear Data Structures
2.5 Trees
   2.5.1 Binary Search Trees
   2.5.2 AVL Trees
   2.5.3 B- TREE
   2.5.4 B+ TREE
   2.5.5 Red-Black Tree
   2.5.6 Splay Tree
   2.5.7 Tries
2.6 Summary
2.7 Model Questions
2.8 Bibliography
UNIT 3

ELEMENTARY GRAPH ALGORITHMS

Contents
3.1 Introduction
3.2 Overview
3.3 Graphs
  3.3.1 Undirected Graph
  3.3.2 Directed Graph
3.4 Representation Of Graph
3.5 Traversal In Graph
3.6 Applications Of Graphs
3.7 Summary
3.8 Model Questions
3.9 Bibliography

MODULE II

UNIT 1

ALGORITHM DESIGN TECHNIQUES

Contents
1.1 Introduction
1.2 Objectives
1.3 Classification Of Algorithms
1.4 Divide And Conquer Strategy
  1.4.1 Binary Search
  1.4.2 Minmax Algorithm
  1.4.3 Quick Sort
  1.4.4 Strassen’s Matrix Multiplication
1.5 Greedy Method
  1.5.1 Knapsack Problem
  1.5.2 Spanning Trees
  1.5.3 Single Source Shortest Path (Dijkstra’s Shortest Path Algorithm)
1.6 Summary
1.7 Model Questions
1.8 Bibliography
MODULE -III

UNIT 1

DYNAMIC PROGRAMMING

Contents
1.1 Introduction
1.2 Objectives
1.3 Dynamic Programming
1.4 All Pairs Shortest Path
1.5 Matrix Chain Multiplication
1.6 Longest Common Sub Sequence
1.7 Summary
1.8 Model Questions
1.9 Bibliography

UNIT 2

BACKTRACKING and BRANCH AND BOUND ALGORITHMS

Contents
2.1 Introduction
2.2 Overview
2.3 Back Tracking
   2.3.1 N Queens Problem
2.4 Branch And Bound
   2.4.1 Travelling Sales Person Problem
2.5 Randomized Algorithms
   2.5.1 Randomized Quick Sort
2.6 Deterministic And Non Deterministic Algorithms
2.7 Np Completeness
2.8 Summary
2.9 Model Questions
2.10 Bibliography

*****
M. Sc. MATHEMATICS

Semester I

Linear Algebra (MM 211)
## CONTENTS

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Topic</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Vector Space</td>
<td>1</td>
</tr>
<tr>
<td>2.</td>
<td>Finite Dimensional Vector Space</td>
<td>16</td>
</tr>
<tr>
<td>3.</td>
<td>Linear Maps</td>
<td>30</td>
</tr>
<tr>
<td>4.</td>
<td>Matrix of Linear Map</td>
<td>38</td>
</tr>
<tr>
<td>5.</td>
<td>Eigen values and Eigen vectors</td>
<td>51</td>
</tr>
<tr>
<td>6.</td>
<td>Diagonal Matrices</td>
<td>64</td>
</tr>
<tr>
<td>7.</td>
<td>Generalized Eigen Values</td>
<td>72</td>
</tr>
<tr>
<td>8.</td>
<td>Decomposition of an Operator</td>
<td>84</td>
</tr>
<tr>
<td>9.</td>
<td>Trace and Determinant</td>
<td>94</td>
</tr>
<tr>
<td>10.</td>
<td>Determinant of a Matrix</td>
<td>100</td>
</tr>
</tbody>
</table>
First Semester

B. Sc. (Computer Science) [CS 1141] / Bachelor of Computer Application (BCA) [CP 1141]

Paper - 4

Introduction to Programming
B. Sc. (CS) / BCA

Introduction to Programming

Prepared by:

Najma Abdul Kalam
Lecturer in Computer Science
School of Distance Education

Edited by:

Krishna S. S.
Lecturer in Computer Science
School of Distance Education

© Director, SDE

No. of Copies 1000
Printed at
University Press
Thiruvananthapuram

Kup 223/2017-18
Module I

Unit 1

Getting Started With Programming

Contents

1.1 Introduction
1.2 Objectives
1.3 Programming
1.4 Algorithm and flowcharts
1.5 Programming Languages
1.6 Language Translators
1.7 Model Questions
1.8 Summary
1.9 Bibliography
Unit - 2

Programming Methodology

Contents

2.1 Introduction to Programming
2.2 Objective
2.3 Top down approach
2.4 Bottom up approach
2.5 C Programming Language
2.6 Model Questions
2.7 Summary
2.8 Bibliography

Unit – 3

Basic Elements of C Programming Language

Contents

3.1 Introduction
3.2 Objectives
3.3 Keyword
3.4 Data Types, Variables and Constants
3.5 Identifiers
3.6 Storage Class
3.7 Model Questions
3.8 Summary
3.9 Bibliography
MODULE II
UNIT - 1
OPERATORS and EXPRESSIONS

Contents

1.1 Introduction
1.2 Objectives
1.3 Operators
1.4 Expressions
1.5 Operator Precedence
1.6 Evaluating Expressions
1.7 Programming Examples
1.8 Model Questions
1.9 Summary
1.10 Bibliography
Unit 2
Control Structures

Contents
2.1 Introduction
2.2 Objectives
2.3 Control Statements
2.4 Programming Examples
2.5 Programming Exercise
2.6 Model Questions
2.7 Summary
2.8 Bibliography

UNIT – 3
ARRAYS

Contents
3.1 Introduction
3.2 Objectives
3.3 Declaring Arrays
3.4 Initializing Arrays
3.5 Accessing Array Elements
3.6 Multidimensional Arrays
3.7 Model Questions
3.8 Summary
3.9 Bibliography
Module III

Unit - 1

Functions and Modular Programming

Contents

1.1 Introduction
1.2 Objectives
1.3 Function declaration, Function call & Function definition
1.4 Parameters
1.5 Library Functions
1.6 User Defined Functions
1.7 Recursive Functions
1.8 Programming Examples
1.9 Model Questions
1.10 Summary
1.11 Bibliography
Unit 2

Pointers and Strings

Contents

2.1 Introduction
2.2 Objectives
2.3 NULL Pointers
2.4 Arithmetic with pointers
2.5 Arrays and Pointers
2.6 Passing Array to function
2.7 Array of Pointers
2.8 Call by Value
2.9 Call by Reference
2.10 Strings
2.11 Library functions for strings
2.12 Wild Pointer
2.13 Dynamic Memory Allocation
2.14 Model Questions
2.15 Summary
2.16 Bibliography
MODULE IV

Unit 1

Structures and Union

Contents
1.1 Introduction
1.2 Declaring a Structure
1.3 Accessing a structure
1.4 Union
1.5 Model Questions
1.6 Summary
1.7 Bibliography

Unit – 2

Files

Contents
2.1 Introduction
2.2 Objectives
2.3 File Handling
2.4 Model Questions
2.5 Summary
2.6 Bibliography
CP 1141/CS1141: INTRODUCTION TO PROGRAMMING
MODEL QUESTION PAPER

PART-A

Answer all questions

1. Explain structure of a C program.
2. What is meant by recursion?
3. What are arrays? How are arrays organized in memory?
4. Write the syntax of structure.
5. Explain the concept of pointers.
6. What is the use of period operator?
7. What is the difference between a while loop and do while loop?
8. Describe the selection constructs in C with suitable examples.
9. What are header files?
10. What are the fundamental data types in C?

(10*2=20 marks)

PART-B

Answer any two questions from each module. Each question carries 10 marks.

Module-1

11. Write a program to check whether a number is prime or not.
12. Write a program to print first n Fibonacci numbers.
13. a) What are arrays? How are they useful in programs?
    b) Write a program to multiply two matrices.
Module-2

14. Write a program to find the sum of digits of given number.

15. Write a program to copy the contents of a file into another.

16. Write short notes on:
   a) Bitwise operators
   b) Library Functions
   c) Pointers

Module III

17. Write a program to sort a set of names.

18. Explain different stages of program development.

19. What are the basic operations entertained in a file? Explain the functions rewind() and fseek().
SCHOOL OF DISTANCE EDUCATION
UNIVERSITY OF KERALA
SECOND SEMESTER MBA (SDE)

SUBJECT CODE: MGT 207
RESEARCH METHODS FOR MANAGERS

Prepared by
SUJANKUMAR. K. G
ASST. PROFESSOR OF COMMERCE
GOVT. COLLEGE, NEDUMANGAD

Edited by
Dr. B. Shaji
Coordinator (MBA)
SDE
MGT 207 RESEARCH METHODS FOR MANAGERS

Objectives: This course will introduce to the student the need to undertake research, the research process and the research reporting.

Unit I-Research: Definition, meaning and research as the application of scientific method, Importance of research in managerial decision making; the Research Process and types of Research, Defining the Research Problem: Problem Formulation and Statement of Research Problem

Unit II-Research Design: Exploratory, Descriptive, Diagnostic/ Conclusive and Experimental Researches - Details and applications, Operational and administrative structure for research, Sampling and Sampling Designs.

Unit III-Methods & Techniques of Data Collection: Observational and other survey methods, Development and designing of tools of data collection, Measurement scales, Measurement of attitudes, Validity and Reliability of the tools of data collection.

Unit IV-Fieldwork in research and data processing, Classification and Tabulation, Analysis and interpretation of Data, Testing of Hypothesis, Parametric and Non-parametric tests, Essential ideas of Multivariate analysis of data, Factor analysis, Discriminant Analysis, Use of Statistical Software Packages.

Unit V-Reporting of Research - Types of Reports - Substance of Reports - Format of Report, Presentation of Reports.

Suggested Readings

1. Wilson, Jonathan, Essentials of Business Research (2010), Sage
2. Alan Bryman& Emma Bell, Business Research Methods (3rd Edn.), Oxford University Press
4. O.R. Krishnaswami& M. Ranganatham, Methodology of Research in Social Sciences, Himalaya Publishing
5. Panneerselvam, Research methodology, Prentice Hall of India
## Module I
### Introduction to Research

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Learning outcomes</th>
<th>Unit Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Research: Definition, meaning</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Characteristics of Research</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Research as the application of scientific method</td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>Importance of research in managerial decision making.</td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>Application of research in business</td>
<td></td>
</tr>
<tr>
<td>1.6</td>
<td>The Research Process</td>
<td></td>
</tr>
<tr>
<td>1.7</td>
<td>Types of Research</td>
<td></td>
</tr>
<tr>
<td>1.8</td>
<td>Defining the Research Problem</td>
<td></td>
</tr>
</tbody>
</table>

### Self assessment questions

---

## Module II
### Research Design

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Learning outcomes</th>
<th>Unit Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Research Design</td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Types of research design</td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>Operational and administrative structure for research</td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Sampling</td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>Sampling Designs</td>
<td></td>
</tr>
<tr>
<td>2.6</td>
<td>Types of sampling design</td>
<td></td>
</tr>
<tr>
<td>2.7</td>
<td>Types of Probability Sampling</td>
<td></td>
</tr>
<tr>
<td>2.8</td>
<td>Non-probability sampling design</td>
<td></td>
</tr>
</tbody>
</table>

### Self assessment questions
<table>
<thead>
<tr>
<th>SI No.</th>
<th>Unit Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Learning outcomes</td>
</tr>
<tr>
<td>3.1</td>
<td>Introduction</td>
</tr>
<tr>
<td>3.2</td>
<td>Primary data</td>
</tr>
<tr>
<td>3.3</td>
<td>Secondary data</td>
</tr>
<tr>
<td>3.4</td>
<td>Methods of collecting primary data.</td>
</tr>
<tr>
<td>3.5</td>
<td>Measurement scales</td>
</tr>
<tr>
<td>3.6</td>
<td>Measurement of attitudes</td>
</tr>
<tr>
<td>3.7</td>
<td>Validity and Reliability of the tools of data collection</td>
</tr>
<tr>
<td></td>
<td>Self assessment questions</td>
</tr>
<tr>
<td>Sl No.</td>
<td>Unit Contents</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Learning outcomes</td>
</tr>
<tr>
<td>4.1</td>
<td>Introduction</td>
</tr>
<tr>
<td>4.2</td>
<td>Fieldwork in research</td>
</tr>
<tr>
<td>4.3</td>
<td>Classification and Tabulation</td>
</tr>
<tr>
<td>4.4</td>
<td>Tabulation of Data</td>
</tr>
<tr>
<td>4.5</td>
<td>Analysis and interpretation of Data</td>
</tr>
<tr>
<td>4.6</td>
<td>Considerations/issues in data analysis</td>
</tr>
<tr>
<td>4.7</td>
<td>Testing of Hypothesis</td>
</tr>
<tr>
<td>4.8</td>
<td>Null hypothesis and alternative hypothesis</td>
</tr>
<tr>
<td>4.9</td>
<td>The level of significance (α-level)</td>
</tr>
<tr>
<td>4.10</td>
<td>Type I and Type II errors</td>
</tr>
<tr>
<td>4.11</td>
<td>Two-tailed and One-tailed tests</td>
</tr>
<tr>
<td>4.12</td>
<td>Steps in Hypothesis Testing</td>
</tr>
<tr>
<td>4.13</td>
<td>Parametric and Non-parametric tests</td>
</tr>
<tr>
<td>4.14</td>
<td>Non-parametric or distribution-free tests</td>
</tr>
<tr>
<td>4.15</td>
<td>Differences Between Parametric and Nonparametric Tests</td>
</tr>
<tr>
<td>4.16</td>
<td>Essential ideas of Multivariate analysis of data</td>
</tr>
<tr>
<td>4.17</td>
<td>Factor analysis</td>
</tr>
<tr>
<td>4.18</td>
<td>Discriminant analysis</td>
</tr>
<tr>
<td>4.19</td>
<td>Use of Statistical Software Packages</td>
</tr>
<tr>
<td></td>
<td>Self assessment questions</td>
</tr>
<tr>
<td>Sl No.</td>
<td>Unit Contents</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Learning outcomes</td>
</tr>
<tr>
<td>5.1</td>
<td>Introduction</td>
</tr>
<tr>
<td>5.2</td>
<td>Types of Reports</td>
</tr>
<tr>
<td>5.3</td>
<td>Characteristics of a Good Research Report</td>
</tr>
<tr>
<td>5.4</td>
<td>Planning of research report writing</td>
</tr>
<tr>
<td>5.5</td>
<td>Format of Report</td>
</tr>
<tr>
<td>5.6</td>
<td>APA format</td>
</tr>
<tr>
<td>5.7</td>
<td>Presentation of Report</td>
</tr>
<tr>
<td></td>
<td>Self assessment questions</td>
</tr>
</tbody>
</table>