

**INSTITUTE OF DISTANCE EDUCATION**  
(RECOGNISED BY DISTANCE EDUCATION COUNCIL)

**UNIVERSITY OF KERALA**

(ACCREDITED B++ BY NAAC)

KARIAVATTOM  
THIRUVANANTHAPURAM  
KERALA 695581

**HANDBOOK**  
**2007-2008**

**Published by**

**Compiled and Edited by**

**Dr. K. Gopakumar  
Institute of Distance Education**

**Copy Right:  
Director  
Institute of Distance Education**

**Printed at Kerala University Press**

**Price**

## CONTENTS

Profile.....	
Programmes of study.....	
Faculty.....	
Course Details.....	
Under-Graduate Programmes.....	
Post-Graduate Programmes.....	
Diploma Programmes.....	
Certificate Programmes.....	
Eligibility for Admission.....	
Other Facilities.....	
Qualification in an Additional Branch.....	
Admission to Lower Courses.....	
Details of Fee.....	
Mode of Remittance.....	
Fee Concession.....	
Admission.....	
Study Materials.....	
Personal Contact Programme.....	
Study Centres.....	
PCP Schedule.....	
University Examinations.....	
Project Guidance.....	
Pass Requirements.....	
Students Service.....	
General Information.....	
Administrative Assistance.....	
Academic Assistance.....	

**INSTITUTE OF DISTANCE EDUCATION**

**UNIVERSITY OF KERALA**

**Chancellor**

**H. E. Shri. R.L. Bhatia**

**Vice-Chancellor**

**Dr. M. K. Ramachandran Nair**

**Pro-Vice-Chancellor**

**Dr. V. Jayaprakas**

**Registrar**

**Shri. Hashim. K. A**

**Controller of Examinations**

**Dr. M. T. Sulekha**

**Finance Officer**

**Shri. K. Mohandas  
(JR – in- charge)**

**Director**

**Dr. K. Prasobhan**

**INSTITUTE OF DISTANCE EDUCATION**  
(RECOGNISED BY DEC)

**UNIVERSITY OF KERALA**  
(ACCREDITED B++ BY NAAC)  
KARIAVATTOM  
THIRUVANANTHAPURAM  
KERALA 695581

**1.0. A PROFILE**

The Institute of Distance Education, started in 1976 as a teaching and research department of the University of Kerala, is one of the pioneering centre of distance learning in the state.

The Institute was founded with the following objectives:

- ❖ to provide quality education to the disadvantaged sections including women and senior citizens.
- ❖ to promote career advancement by encouraging diversification and updating of knowledge.
- ❖ to provide training in softer and technical skills.
- ❖ to participate in human resource development.
- ❖ to make learning a life-long, ever enjoyable experience.

The Institute is located in the University campus, at Kariavattom, fourteen kilometers away from the city of Thiruvananthapuram, in the Thiruvananthapuram - Kollam route.

**1.1 PROGRAMMES OF STUDY**

The Institute offers the following programmes of study:

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

1. B. A. English
2. B. A. Malayalam
3. B.A. Economics
4. B.A. History
5. B.A. Political Science
6. B.A. Sociology
7. B.A. Afzal-UI-Ulma
8. B.Li.Sc
9. B.Com.
10. B.Com. Additional Elective: Co-operation (1 year)
11. B.Com. (With Computer Application)
12. B. Sc. Mathematics
13. B. Sc. Computer Science
14. B. C. A. (Bachelor of Computer Application)

## **B. Post Graduate Programmes**

### **(i) Two Year Programmes**

1. M. A. Arabic
2. M. A. English
3. M. A. Hindi
4. M. A. Malayalam
5. M. A. Economics
6. M. A. History
7. M. A. Islamic History
8. M. A. Music
9. M. A. Philosophy
10. M. A. Political Science
11. M. A. Public Administration
12. M. A. Sanskrit
13. M. A. Sociology
14. M.A.Tamil
15. M. Com.
16. MHRM (Master of Human Resource Management)
17. M. Sc. Computer science
18. M. Sc. Mathematics
19. MHSc (Master of Health Science in Clinical Child Development)

### **(ii) Three Year Programmes**

1. MBA (Master of Business Administration)
2. MHA (Master of Hospital Administration)

## **C Diploma Programmes ( Duration 1 year)**

1. PGDAP - Post Graduate Diploma in Adolescent Pediatrics
2. PGDCAFC - Post Graduate Diploma in Child Adolescent and Family Counseling
3. PGDCJ - Post Graduate Diploma in Communication and Journalism
4. PGD-DN - Post Graduate Diploma in Developmental Neurology
5. PGD-HSR - Post Graduate Diploma in Health Science Research
6. PGDEPMA - Post Graduate Diploma in Educational Planning, Management and Administration
7. PGDHHA - Post Graduate Diploma in Health and Hospital Administration
8. PGDHRM - Post Graduate Diploma in Human Resource Management
9. PGDMM - Post Graduate Diploma in Marketing Management
10. PGDTTM - Post Graduate Diploma in Travel and Tourism Management
11. PGDCA - Post Graduate Diploma in Computer Application (18 months)
12. PGD-BT - Post Graduate Diploma in Beauty Therapy

**D. Certificate Programmes (5 Months)**

1. Communicative English

**1.2. FACULTY**

**Director**

Dr. K. Prasobhan  
Professor of Malayalam

**English**

Dr. K. Gopakumar  
Sel. Gr. Lecturer in English

Dr. P. P. Ajayakumar  
Reader in English

Smt. K. Urmila  
Guest Lecturer

**Commerce**

Dr. S. Kevin  
Professor of Commerce

Dr. J. James  
Sel. Gr. Lecturer in Commerce

**Computer Science**

Shri. D. Sanjeev Kumar  
Guest Lecturer

**Economics**

Shri. P. Sudhakaran  
Sel. Gr. Lecturer in Economics

**History**

Dr. S. Jaseem  
Sel. Gr. Lecturer in History

Shri. S. Unnikrishnan.  
Guest Lecturer

**Mathematics**

Dr. K. S. Zeenath  
Sel. Gr. Lecturer in Mathematics

**Malayalam**

Shri. M. R. Rajesh  
Guest Lecturer

**Hindi**

Dr. K.S. Vijayalekshmi  
Guest Lecturer

**Political Science**

Shri. P. Anil Kumar  
Guest Lecturer

**Public Administration & Tourism**

Dr. S. Ajitha  
Guest Lecturer

**Sociology**

Dr. V. Assa Kumari  
Reader in Sociology

## COURSE DETAILS

### A. UNDER-GRADUATE PROGRAMMES (Three Years)

#### 1. B. A. English Language and Literature

Subsidiaries - (i) History of English Literature

(ii) Journalism

1 Year

Part I - English - Paper I Prose (Marks: 100)

English - Paper II Novel, Functional Grammar and Communicative Skill (Marks: 100)

Part II Second Language: Hindi or Malayalam  
Hindi - Paper I Prose and Drama (Marks: 100)

Malayalam - Paper I Kavitha (Marks: 100)

Part III Main Paper I Poetry (Marks: 100)

II Year

Part I English - Paper II Drama & Poetry (Marks: 100)

Part II Second Language (Hindi or Malayalam)  
Hindi - Paper II Poetry & Grammar (Marks: 100)

Paper III Non-detailed, Translation and General Essay (Marks: 100)

Malayalam Paper II Nadakavum Attakathayum (Marks: 100)

Paper III Gadyasahithyam (Marks: 100)

Part III Main Paper II Essay and Fiction (Marks: 100)

Subsidiary Paper I History of English Literature (Marks: 100)

Subsidiary Paper II Journalism (Marks: 100)

III Year

Main Paper III - Drama (Marks: 100)

Main Paper IV - Literary Criticism (Marks: 100)

Main Paper V - Phonetics, Grammar and History of  
The English Language (Marks: 100)

Main Paper VI - English for Communication (Marks: 100)

a. Written (75)

b. Viva-Voce (25)

Total for Part I - 300

Total for Part II - 300

Total for Part III - 800

#### 2. BA - Malayalam

Subsidiaries i. Keralasamskaram

ii. Samskritham

I Year

Part I English - Paper I and Paper II

Part II Second Language (Hindi / Malayalam) - Paper I

Part III Main Paper I Drisyakalasaahithyam

II Year

Part I English Paper III Drama and Poetry

Part II Second Language (Hindi/Malayalam) Paper II  
Paper III

Part III Main Paper II Prachinakavitha

Subsidiary I Keralasamskaram

Subsidiary II Samskritham

III Year

Part III	Main Paper III	Gadyasahithyam
	Main Paper IV	Adhunikakavitha
	Main Paper V	Bhashasasthram, Bhashacharithram, Vyakaranam
	Main paper VI	Sahithyanirupanam

### 3. B. A. Economics

- Subsidiaries i. History of India since 1857  
ii. Political Science

I Year

Part I	English Paper I	
	Paper II	
Part II	Second Language	
	Hindi/Malayalam Paper I	
Part III	Main Paper I	Micro Economics

II Year

Part I	English	Paper III	Drama and Poetry
Part II	Second Language (Hindi/Malayalam)	Paper II	
		Paper III	
Part III	Main Paper II	Macro Economics	
	Subsidiary	(i)	History of India since 1857
	Subsidiary	(ii)	Political Science

III Year

Main Paper III	Indian Economy
Paper IV	Development and Environment
Paper V	Quantitative methods for Economic Analysis
Paper VI	Banking and Public Economics

### 4. B. A. History

- Subsidiaries i. General Economics  
ii. Political Science

I Year

Part I	English Paper I	
	Paper II	
Part II	Second Language (Hindi/Malayalam) -	Paper I
Part III	Main Paper I	Emergence of Modern World

II Year

Part I	English - Paper III	Drama and Poetry
Part II	Second Language (Hindi/Malayalam)	Paper II
		Paper III
Part III	Main Paper II	Social Formation
	Subsidiary Paper I	General Economics
	Subsidiary Paper II	Political Science

III Year

Main Paper III	Colonialism and Nationalism
Main Paper IV	Kerala History
Main Paper V	International Relations
Main Paper VI	Historiography



II Year

Part I	English - Paper II Drama and Poetry	
Part II	Second Language Arabic	
	Paper III History of Arabic Literature	(100)
Part III	Main Paper II Translation and Composition	(100)
	Paper III Novel, Drama, Short story and criticism	(100)

III Year

Part III	Main Paper IV	Grammar, Rhetorics and prosody	(100)
	Main Paper V	Classical Literature	(100)
	Main Paper VI	Functional Commercial and Journalistic Arabic	(100)
	Main Paper VII	Islamic jurisprudence and logic	(100)
	Main Paper VIII	History of Islam and philosophy	(100)
	Main Paper IX	Modern Literature	(100)

8. B. Com

i B. Com. with Optional : Income Tax

I Year

Part I	English Paper I	(100)	
Part II	Second Language (Hindi/Malayalam) - Paper I	(100)	
Part III	Main Paper I	Principles of Business Decisions	
	II	Management and Business Communication	
	III	Entrepreneurship Development	
	IV	Financial Accounting	(400)

II Year

Part I	English - Paper II	(100)
Part III	Main Paper V	Business Regulatory Framework
	VI	Business Statistics
	VII	Principles of Marketing
	VIII	Advanced Financial Accounting
	IX	Optional: Income Tax Paper I
Part IV	Compulsory Paper	Environmental Studies
		Project Report

III Year

Part III	Main Paper X	Banking Law and Practice	
	Main Paper XI	Auditing	
	Main Paper XII	Costing Accounting	
	Main Paper XIII	Capital Market	
	Main Paper XIV	Management Accounting	
	Main Paper XV	Optional: Income Tax Paper II	(600)

(Total 1800)

ii. B. Com. (Three main: Commerce, Accounting & Computer Application)

Group A: Commerce

Paper I	Principles of Business Decisions
Paper II	Business Management
Paper III	Capital Market
Paper IV	Commercial Law
Paper V	Principles of Marketing

Paper VI Banking Law and Practice

*Group B: Accounting*

Paper I Business Statistics  
Paper II Accounting  
Paper III Advanced Accounting  
Paper IV Costing Methods and Techniques  
Paper V Higher Accounting  
Paper VI Auditing

*Group C: Computer Applications*

Paper I Introduction to Computers  
Paper II Elementary Database Management Systems  
Paper III Programming Fundamentals and C  
Paper IV Internet Technology and Web Application  
Paper V Computerized Accounting  
Paper VI E-Commerce Technology and Applications

I Year

Paper I	A1	Principles of Business Decisions	(Marks - 100)
Paper II	A2	Business Management	(Marks - 100)
Paper III	B1	Business Statistics	(Marks - 100)
Paper IV	B2	Accounting	(Marks - 100)
Paper V	C1	Introduction to Computers	(Marks - 75+25)
Paper VI	C2	Elementary Database Management Systems	(Marks - 100)

**(Total Marks 600)**

II Year

Paper I	A3	Capital Market	(Marks - 100)
Paper II	A4	Commercial Law	(Marks - 100)
Paper III	B3	Advanced Accounting	(Marks - 100)
Paper IV	B4	Costing Methods and Techniques	(Marks - 100)
Paper V	C3	Programming Fundamentals and C	(Marks - 75+25)
Paper VI	C4	Internet Technology and Web Application	(Marks - 75+25)

**(Total Marks 600)**

III Year

Paper I	A5	Principles of Marketing	(Marks - 100)
Paper II	A6	Banking Law and Practice	(Marks - 100)
Paper III	B5	Higher Accounting	(Marks - 100)
Paper IV	B6	Auditing	(Marks - 100)
Paper V	C5	Computerized Accounting	(Marks - 75+25)
Paper VI	C6	E-Commerce Technology and Applications	(Marks - 75+25)

**(Total Marks 600)**

**9. B.Sc. Mathematics**

I Year

Part I	English Paper I	Prose	(100)
	Paper II	General English	(100)
Part II	Second Language (Hindi/Malayalam) - Paper I		(100)
Part III	Main Paper - I	Calculus, Analytic Geometry, Algebra & Trigonometry	(65 + 10)
	Subsidiary	i. Statistics Paper I ii. Financial Accounting	(50 + 10) (100)

II Year			
Part I	English - Paper III	Drama and Poetry	(100)
Part II	Second Language (Hindi/Malayalam) Paper II		(100)
	Paper III		(100)
Part III	Main Paper II	Integral Calculus	(65 + 10)
	(i) Subsidiary	i. Statistics Paper II	Statistics (50 + 10)
		ii. Statistics Paper III	Statistics (Practical) (50+20+10)
		Theory- 50	
		Practical - 20	
		Internal – 10	
	(ii) Subsidiary	Cost accounting	(100)
III Year			
Part III	Main Paper III	Algebra	(65+10)
	Main Paper IV	Numerical Analysis and Vectors	(65+10)
	Main Paper V	Real Analysis	(65+10)
	Main Paper VI	Complex Variables	(65+10)
Main Paper VII	Computer Programming		(55+10+10)
	Theory - 55		
		Record - 10	
		Internal - 10	
	Main Paper VIII	Elective – Operations Research	
		Or	
		Elective – Graph Theory	
		Or	
		Elective – Advanced Statistics	

**Total for part III - 1000 Marks**

### 10. B.Sc. Computer Science

I Year			
Paper I	Technical Communication		(Marks: 125 + 25 = 150)
Paper II	Mathematics		(Marks: 125 + 25 = 150)
Paper III	Basic Electronics and		
	Fundamentals of Computers		(Marks: 125 + 25 = 150)
Paper IV	Programming Principles		(Marks: 125 + 25 = 150)
Paper V	Principles of Accountancy		
	And Management		(Marks: 125 + 25 = 150)
Paper VI	Lab - I PC Software		(Marks: 100)
Paper VII	Lab - II Programming in C		(Marks: 100)
Paper VIII	Case Study - I		(Marks: 50)
			<b>Total 1000</b>
II Year			
Paper I	Statistical Methods and Operations Research		(Marks: 125 + 25 = 150)
Paper II	Computer Organization and Operating Systems		(Marks: 125 + 25 = 150)
Paper III	Object Oriented Programming and Data Structures		(Marks: 125 + 25 = 150)
Paper IV	Data Base Management Systems and COBOL		(Marks: 125 + 25 = 150)
Paper V	System Analysis and Design		(Marks: 125 + 25 = 150)
Paper VI	Lab - III Object Oriented Programming		(Marks: 100)
Paper VII	Lab - IV COBOL and DBMS		(Marks: 100)
Paper VIII	Case Study - II	(Marks: 50)	

Total 1000

III Year

Paper I - Data Communication System	(Marks: 125 + 25 = 150)
Paper II - Computer Graphics	(Marks: 125 + 25 = 150)
Paper III - Software Engineering	(Marks: 125 + 25 = 150)
Paper IV - Elective - I (Compulsory : Visual Tools)	(Marks : 125 + 25 = 150)
Paper V - Elective - II	(Marks: 125 + 25 = 150)
Paper VI - Lab - V Computer Graphics	(Marks: 50)
Paper VII - Project and Viva-Voce	(Marks: 200)

Total 1000

*List of Electives*

Internet and Web Applications  
Information Technology in Management  
Design and Analysis of Algorithms

### 11. BCA (Bachelor of Computer Application)

I Year

Paper I - Technical Communication	(Marks: 125 + 25 = 150)
Paper II - Mathematics	(Marks: 125 + 25 = 150)
Paper III - Basic Electronics and Fundamentals of Computers	(Marks: 125 + 25 = 150)
Paper IV - Programming Principles	(Marks: 125 + 25 = 150)
Paper V - Principles of Accountancy and Management	(Marks: 125 + 25 = 150)
Paper VI - Lab - I PC Software	(Marks: 100)
Paper VII - Lab - II Programming in C	(Marks: 100)
Paper VIII - Case Study - I	(Marks: 50)

Total 1000

II Year

Paper I - Statistical Methods and Operations Research	(Marks: 125 + 25 = 150)
Paper II - Computer Organization and Operating Systems	(Marks: 125 + 25 = 150)
Paper III - Object Oriented Programming and Data Structures	(Marks: 125 + 25 = 150)
Paper IV - Data Base Management Systems and COBOL	(Marks: 125 + 25 = 150)
Paper V - Data Communication and Computer Networks	(Marks: 125 + 25 = 150)
Paper VI - Lab - III Object Oriented Programming	(Marks: 100)
Paper VII - Lab - IV COBOL and DBMS	(Marks: 100)
Paper VIII - Case Study - II	(Marks: 50)

Total 1000

III Year

Paper I - System Analysis and Design	(Marks: 150)
Paper II - Internet and Web Applications	(Marks: 150)
Paper III - Information System and MIS	(Marks: 150)
Paper IV - Elective - I (Compulsory: Visual Tools)	(Marks: 150)
Paper V - Elective - II	(Marks: 150)
Paper VI - Lab - V Internet and Visual Tools	(Marks: 50)
Paper VII - Project and Viva-Voce	(Marks: 200)

Total 1000

*List of Electives*

1. Information Technology in Management

2. Computer Graphics

3. Design and Analysis of Algorithms

**12. Bachelor of Library Science (B.Li.Sc.)**

Paper I - Library and Society

Paper II - Library Management

Paper III - Information Sources, services and systems

Paper IV - Information Technology (Theory)

Paper V - Information Technology (practical)

Paper VI - Library Classification and cataloguing (Theory)

Paper VII - Library Classification (Practical)

Paper VIII - Library Cataloguing (Practical)

## B. COURSE DETAILS: Post Graduate PROGRAMMES

### i. Two Year Programmes

#### Broad Pattern of the Programmes

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

### 1. M.A. Arabic (Annual Scheme)

#### Previous

Paper I	-	Classical Literature
Paper II	-	Islamic Literature
Paper III	-	Advanced Grammar and Linguistics
Paper IV	-	Modern Poetry
Paper V	-	Medieval Literature
Paper VI	-	Indo-Arabic Literature
Paper VII	-	Rhetoric and Prosody
Paper VIII	-	Short Story, Novel and Drama

#### Final

Paper IX	-	Autobiography and Essay
Paper X	-	Journalistic Arabic
Paper XI	-	Translation I
Paper XII	-	Special Study: Tawfeequl; Hakeem
Paper XIII	-	Special Study - Najeeb Mahfouz
Paper XIV	-	Modern Arab World
Paper XV	-	Literary Criticism
Paper XVI	-	General Essay
Paper XVII	-	Dissertation: Translation II Comprehensive Viva-Voce

### 2. M.A. English (Annual Scheme)

#### Previous

Paper I	-	Chaucer to the Elizabethan Age
Paper II	-	Shakespeare
Paper III	-	Milton to 1800
Paper IV	-	The Romantic Age
Paper V	-	The Victorian Era
Paper VI	-	The Modern Era Part (I)
Paper VII	-	The Modern Era Part (II)
Paper VIII	-	Indian Writing in English

#### Final

Paper IX	-	Amn. Lit. Part I (Elective)
Paper X	-	Amn. Lit. Part II (Elective)
Paper XI	-	Phonetics and History of the English Language
Paper XII	-	Structure of Modern English
Paper XIII	-	European Fiction Part I (Elective)

Paper XIV	-	European Fiction Part II (Elective)
Paper XV	-	Literary Theory and Criticism
Paper XVI	-	Teaching of English
Paper XVII	-	Project/Essay Comprehensive Viva-Voce

### 3. M.A. Hindi (Annual Scheme)

#### Previous

Paper I	-	Ancient Poetry - Early & Riti Periods
Paper II	-	Prose, Novel & Short Story
Paper III	-	History of Hindi Literature: Early and Medieval Periods
Paper IV	-	Literary Criticism: Indian and Western
Paper V	-	Medieval Poetry: Bhakti Period
Paper VI	-	Linguistics & Hindi Language
Paper VII	-	History of Hindi Literature: Modern Period
Paper VIII	-	Functional Hindi

#### Final

Paper IX	-	Modern Poetry up to Prayogvad
Paper X	-	Prose: Essay & Other Prose Poems
Paper XI	-	Indian Literature Elective paper
Paper XII	-	Translation: Theory & Practice
Paper XIII	-	Modern Poetry: since Prayogvad
Paper XIV	-	Prose Drama and One-act Plays
Paper XV	-	Special Author: Premchand
Paper XVI	-	Elective Paper: Hindi Literature of South Indian Writers with special reference to Kerala
Paper XVII	-	Project/Essay Comprehensive Viva-Voce

### 4. M.A. Malayalam (Annual Scheme)

#### Previous

Paper I	-	Prachinasahithyam
Paper II	-	Madhyakalikasahithyam
Paper III	-	Keralasamskaram
Paper IV	-	Malayala Vyakaranam
Paper V	-	Adhunikasahithyam - Gadyam
Paper VI	-	Adhunikasahithyam - Padyam
Paper VII	-	Sahitya Meemamsa - Pourasthyam
Paper VIII	-	Sahitya Meemamsa - Paschathyam

#### Final

Paper IX	-	Samakalika Sahityam - Gadyam
Paper X	-	Vivarthanam - Tatvavum Prayogavum
Paper XI	-	Samskritham Paper I
Paper XII	-	Malayala Vyakaranam
Paper XIII	-	Samakalika Sahityam - Padyam
Paper XIV	-	Samskrutham Paper II
Paper XV	-	Adunika Bhasha Sastram
Paper XVI	-	Bharathiya Sahithyam - Tharathamya Patanam
Paper XVII	-	Project/Essay Comprehensive Viva-Voce

### 5. M.A. Analytical Economics (Annual Scheme)

#### Previous

Paper I	-	Micro Economics - I
Paper II	-	Economics of Growth and Development
Paper III	-	Indian Economic Policy
Paper IV	-	Quantitative Methods

- Paper V - Micro Economics II
- Paper VI - Economics of Social Sector and Environment
- Paper VII - Indian Economic Policy II (Kerala's Economy)
- Paper VIII - Research Methodology and Econometrics

Final

- Paper IX - Macro Economics I
- Paper X - International Economics I
- Paper XI - Public Economics
- Paper XII - Finance and Capital Market
- Paper XIII - Macro Economics II
- Paper XIV - International Economics II
- Paper XV - Agricultural Economics (Elective)
- Paper XVI - Industrial Economics (Elective)
- Project/Essay
- Comprehensive Viva-Voce

## 6. M.A. History (Annual Scheme)

Previous

- Paper I - Historical Method I
- Paper II - Indian History I (up to 6th Century AD)
- Paper III - Kerala History I (up to 12th Century AD)
- Paper IV - Bronze Age Civilization (Elective)
- Paper V - Historical Method II
- Paper VI - Indian History II (from 600 to 1757 AD)
- Paper VII - Kerala History II (from 1201 to 1800 AD)
- Paper VIII - A History of Medieval Europe (Elective)

Final

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

## 7. M.A. Islamic History (Annual Scheme)

Previous

- Paper I - General Historiography
- Paper II - Pre-Islamic Arabia and Prophet Muhammod
- Paper III - The Early Caliphate
- Paper IV - The Umayyads
- Paper V - Arab Historiography
- Paper VI - Early Abbasids
- Paper VII - Abbasid Cultural Life
- Paper VIII - The Arabs in Spain

Final

- Paper IX - Early Medieval India
- Paper X - Revivalist Movement in Islam
- Paper XI - Islam World in Modern Times - I
- Paper XII - Islamic Economics

Paper XIII	-	Later Medieval India
Paper XIV	-	Muslims in Kerala: Their History and Culture
Paper XV	-	Islamic Reform Movement in India
Paper XVI	-	Islamic World in Modern Times - II
Paper XVII	-	Dissertation/ Essay Comprehensive Viva-Voce

#### 8. M.A. Music (Annual Scheme)

##### Previous

Theory Paper I	Evolution of Indian Music
Theory Paper II	Musical Trinity
Practical Paper I	Abhyasganam and Compositions in Mela Ragas
Practical Paper II	Group Kritis
Theory Paper III	Music and Allied Disciplines
Theory Paper IV	Swathi Thirunal
Practical Paper III	Compositions of Swathi Thirunal
Practical Paper IV	Compositions of Different Composers

##### Final

Theory Paper V	Regional Music – Kerala and Tamilnadu
Theory Paper VI	Composers
Practical Paper V	Musical forms and Chouka Kala Kritis
Practical Paper VI	Manodarma Sangitha
Theory Paper VII	Musical Forms and Instruments
Theory Paper VIII	Western and Hindustani Music
Practical Paper VII	Pallavi
Practical Paper VIII	Vocal Concert

#### 9. M.A. Philosophy (Annual Scheme)

##### Previous

Paper I	-	Indian Philosophy
Paper II	-	Problems of Philosophy
Paper III	-	Logic
Paper IV	-	Moral Philosophy
Paper V	-	Philosophy of Advaita
Paper VI	-	Western Philosophy
Paper VII	-	Symbolic Logic
Paper VIII	-	Modern Moral Problems

##### Final

Paper IX	-	Contemporary Indian Philosophy
Paper X	-	Philosophy of Kant and Hegel
Paper XI	-	Phenomenology and Existentialism
Paper XII	-	Analytical Philosophy
Paper XIII	-	Gandhian Philosophy
Paper XIV	-	Recent Developments in Western Philosophy
Paper XV	-	Philosophy of Science
Paper XVI	-	Philosophy of Religion
Paper XVII	-	Dissertation/ Essay Comprehensive Viva-Voce

#### 10. M.A. Political Science (Annual Scheme)

##### Previous

Paper I	-	Modern Western Political Thought
Paper II	-	Modern Political Analysis and Political Sociology
Paper III	-	Indian Government and Politics

Paper IV	-	Comparative Politics
Paper V	-	Theories and Concepts of Public Administration
Paper VI	-	Theories and Concepts of International Politics
Elective Paper I	-	UNO and World Peace
Elective Paper II	-	Human Rights in India

Final

Paper VII	-	Research Methodology
Paper VIII	-	Gandhian Political Thought
Paper IX	-	Issues in Indian Politics
Paper X	-	Modern Indian Social and Political Ideas
Paper XI	-	Politics of Developing Countries
Paper XII	-	State and Society of Kerala
Elective Paper III	-	Media and Political Communication
Elective Paper IV	-	Environment, Development and Politics
		Dissertation/ Essay
		Comprehensive Viva-Voce

#### 11. M.A. Public Administration (Annual Scheme)

Previous

Paper I	-	Theories and Concepts of Public Administration
Paper II	-	Development Administration in India
Paper III	-	Indian Government and Politics
Paper IV	-	Human Resources Management
Paper V	-	Principles of Business Administration
Paper VI	-	Public Policy Analysis
Elective Paper I	-	Human Rights in India
Elective Paper II	-	State Administration in India

Final

Paper VII	-	Management and Organizational Behaviour
Paper VIII	-	International Trade & Administration
Paper IX	-	Issues in Indian Administration
Paper X	-	Labour Administration in India
Paper XI	-	Research Methodology
Paper XII	-	Financial Administration in India
Elective Paper III	-	Environmental Management
Elective Paper IV	-	Personal Administration
		Project/ Essay
		Comprehensive Viva-Voce

#### 12. M.A. Sanskrit (Annual Scheme)

Previous

Paper I	-	General Text of Early Period
Paper II	-	History of Sanskrit Language - I
Paper III	-	Grammar - I
Paper IV	-	Literary Criticism I (Special Sahitya)
Paper V	-	History of Sanskrit Literature
Paper VI	-	History of Sanskrit Language
Paper VII	-	Poetry and Drama
Paper VIII	-	Literary Logic and Mahabhasya

Final

Paper IX	-	Literary Criticism - II (Special Sahitya)
Paper X	-	Grammar - II
Paper XI	-	Advaita Vedanta - I (Special Vedanta)
Paper XII	-	Poetics (Special Sahitya)
Paper XIII	-	Advaita Vedanta - II (Special Vedanta)

- Paper XIV - Dvaita and Visistadvaita (Special Vedanta)  
 Paper XV - Literary Theories - Eastern and Western  
 (Special Sahitya)  
 Paper XVI - Manuscript logy (Elective)  
 Paper XVII - Dissertation/ Essay  
 Comprehensive Viva-Voce

### 13. M.A. Sociology (Annual Scheme)

#### Previous

- Paper I - Classical Sociological Traditions  
 Paper II - Sociology of Indian Society  
 Paper III - Social Movement in India  
 Paper IV - Social Research  
 Paper V - Kerala Society: Structure and Change  
 Paper VI - Sociology of Change and Development  
 Paper VII - Social Statistics and Computer Applications  
 Paper VIII - Population and Society

#### Final

- Paper IX - Advanced Sociological Theory  
 Paper X - Globalisation and Society  
 Paper XI - Rural Society in India  
 Paper XII - Sociology of Health  
 Paper XIII - Current Debates in Social Theory  
 Paper XIV - Gender and Society  
 Paper XV - Tourism and Cultural Heritage  
 Paper XVI - Dissertation/ Essay  
 Comprehensive Viva-Voce

### 14. M.Com. Finance (Annual Scheme)

#### Previous

- Paper I - Management concepts and Thought  
 Paper II - Financial Management  
 Paper III - Planning and Development Administration  
 Paper IV - Corporate Financial Accounting  
 Paper V - Business Environment and Policy  
 Paper VI - Research Methodology  
 Paper VII - Strategic Management  
 Paper VIII - MIS and Computer Application

#### Final

- Paper IX - Taxation Law and Accounts  
 Paper X - Financial Markets and Services  
 Paper XI - Corporate governance  
 Paper XII - Project Planning and Control  
 Paper XIII - Management Optimization Techniques  
 Paper XIV - Corporate Planning and Management  
 Paper XV - Security Analysis and Portfolios Management  
 Paper XVI - Accounting for Managerial Decisions  
 Essay  
 Comprehensive Viva-Voce

### 15. MHRM

#### Previous

- Paper I - Principles of Management (Marks: 75+25=100)  
 Paper II - Human Resource Management I (Marks: 75+25=100)  
 Paper III - Organization Behaviour (Marks: 75+25=100)  
 Paper IV - Research Methodology and Quantitative Methods (Marks: 75+25=100)

Paper V	- Industrial Engineering	(Marks: 75+25=100)
Paper VI	- Labour and Managerial Economics	(Marks: 75+25=100)

**Total: 600**

Final

Paper I	- Human Resource Management II	(Marks: 75+25=100)
Paper II	- Human Resource Development	(Marks: 75+25=100)
Paper III	- Industrial Sociology	(Marks: 75+25=100)
Paper IV	- Industrial Relations	(Marks: 75+25=100)
Paper V	- Labour Legislations	(Marks: 75+25=100)
Paper VI	- Project	(Marks: 100)
Paper VII	- Comprehensive Viva-Voce	(Marks: 75+25=100)

**Total: 700**

**Grand Total : 1300**

### 16. M. Sc. Computer Science (Two Year Semester Scheme)

First Semester

Paper I	- Mathematical Foundations of Information Technology	(Marks: 80+20=100)
Paper II	- Fundamentals of Programming	(Marks: 80+20=100)
Paper III	- System Architecture	(Marks: 80+20=100)
Paper IV	- Microprocessor Architecture and Programming	(Marks: 80+20=100)
Paper V	- Data Management and File Systems	(Marks: 80+20=100)
Paper VI	- Case Study - I	(Marks: 80+20=100)
Paper VII	- Practical (Software) - I	(Marks: 80+20=100)

**Total: 700**

Second Semester

Paper I	- Operations Research	(Marks: 80+20=100)
Paper II	- Operating Systems	(Marks: 80+20=100)
Paper III	- Object Oriented Programming & Java	(Marks: 80+20=100)
Paper IV	- Data Base Management Systems	(Marks: 80+20=100)
Paper V	- Computer Networks and Data Communication	(Marks: 80+20=100)
Paper VI	- Case Study - II	(Marks: 80+20=100)
Paper VII	- Practical (Software) - II	(Marks: 80+20=100)

**Total: 700**

Third Semester

Paper I	- Information Systems: Analysis and Design	(Marks: 80+20=100)
Paper II	- Object Oriented Analysis and Design	(Marks: 80+20=100)
Paper III	- Internet Programming and Web Design	(Marks: 80+20=100)
Paper IV	- Distributed and Parallel Computing	(Marks: 80+20=100)
Paper V	- Advanced Artificial Intelligence	(Marks: 80+20=100)
Paper VI	- Case Study - III (Agent Technology and Web)	(Marks: 80+20=100)
Paper VII	- Practical (Software) - III	(Marks: 80+20=100)

**Total: 700**

Fourth Semester

1. Project work (Five months project work in Research & Development Institutions, Industries approved by competent authority) - 100  
OR  
Two Webs based course approved by competent authority

2. Hardware Training (Systems Architecture And trouble shooting, networking) 3 months hand On training including field work in industries like Keltron/Cisco/Microsoft - 100

Grand Total : 2300

**17. M. Sc. Mathematics (Annual Scheme)**

Previous

Paper I	-	Linear Algebra
Paper II	-	Real Analysis I
Paper III	-	Differential Equation
Paper IV	-	Topology I
Paper V	-	Algebra
Paper VI	-	Real Analysis II
Paper VII	-	Topology II
Paper VIII	-	Computer Programming

Final

Paper IX	-	Complex Analysis I
Paper X	-	Function Analysis I
Paper XI	-	Elective - I Operations research with Computer Applications I
Paper XII	-	Elective - II Analytical Number Theory
Paper XIII	-	Complex Analysis II
Paper XIV	-	Functional Analysis II
Paper XV	-	Elective III Operations research with Computer Applications II
Paper XVI	-	Elective IV Graph Theory
		Dissertation
		Comprehensive Viva-Voce

**18. MHSc (Master of Health Science in Clinical Child Development)**

I Year

Paper I	Pregnancy & Child Birth	(Marks: 85+15)
Paper II	Developmental Neurology	(Marks: 85+15)
Paper III	Early detection of developmental delay	(Marks: 85+15)
Paper IV	Early intervention for developmental delay	(Marks: 85+15)
Paper V	Developmental Psychology	(Marks: 85+15)
Paper VI	Special Senses & Speech	(Marks: 85+15)
Paper VII	Young People – Adolescents	(Marks: 85+15)
Paper VIII	Health Management	(Marks: 85+15)

Total 800 Marks

II Year

Paper IX	Childhood Disability and Rehabilitation	(Marks: 85+15)
Paper X	Community Based Rehabilitation	(Marks: 85+15)
Paper XI	Cerebral Palsy	(Marks: 85+15)
Paper XII	Disability Spectrum & Special education	(Marks: 85+15)
Paper XIII	Guidance & Counseling	(Marks: 85+15)
Paper XIV	Parenting	(Marks: 85+15)
Paper XV	Health Science Research	(Marks: 85+15)
	Dissertation	(Marks: 200)
	Viva-Voce	(Marks: 100)

Total 1000 Marks

Grand Total 1800 Marks

ii. Three Year Post Graduate Programmes

1. MBA

I Year

Paper I	MBAD	101	Management Theory and Practice
Paper II	MBAD	102	Accounting for Managers
Paper III	MBAD	103	Economics for Business
Paper IV	MBAD	104	Quantitative Methods for Management
Paper V	MBAD	105	Organization Behaviour
Paper VI	MBAD	106	Business Environment
Paper VII	MBAD	107	Operations Management
Paper VIII	MBAD	108	Introduction to Computers
Paper IX	MBAD	109	Financial Management
Paper X	MBAD	110	Human Resource Management
	MBAD	111	Business Mini Project (50 Marks)

Total 1050 Marks

II Year

Paper I	MBAD	201	Operation Research
Paper II	MBAD	202	Research Methods for Management
Paper III	MBAD	203	Laws for Business
Paper IV	MBAD	204	Marketing Management
Paper V	MBAD	205	Written and Oral Communication
Paper VI	MBAD	206	Management Information Research
Paper VII	MBAD	207	Elective I
Paper VIII	MBAD	208	Elective II
Paper IX	MBAD	209	Elective III
Paper X	MBAD	210	Elective IV
	MBAD	211	Seminar / Organisation Study (50 Marks)

Total 1050 Marks

III Year

Paper I	MBAD	301	Elective V
Paper II	MBAD	302	Elective VI
Paper III	MBAD	303	Elective VII
Paper IV	MBAD	304	Elective VIII
Paper V	MBAD	305	Strategic Management
	MBAD	306	Project (150)
	MBAD	307	Viva Voce (50 Marks)

Total 700 Marks

2. MHA (Master of Hospital Administration)

I Year

Paper I	Principles and Practices of Hospital Management and Administration	(Marks : 80+15+5)
Paper II	Health Care Management	(Marks : 80+15+5)
Paper III	Hospital Administration	(Marks : 80+15+5)
Paper IV	Hospital Service Management	(Marks : 80+15+5)
Paper V	Practical	(Marks: 100)
	a. Project	(50)
	b. Field visit	(25)
	c. Viva	(25)

Total 500 Marks

II Year

Paper VI	Accounting and Finance Administration in Health Care System	(Marks : 80+15+5)
Paper VII	Research Methods for Health Systems	(Marks : 80+15+5)

Paper VIII	Health Systems and Information Technology	(Marks : 80+15+5)
Paper IX	Organizational Behaviour	(Marks : 80+15+5)
Paper X	Material Management in Hospitals	(Marks : 80+15+5)

**Total 500 Marks**

**III Year**

Paper I	Project Management in Health Sector	(Marks : 80+15+5)
Paper II	Hospital House Keeping	(Marks : 80+15+5)
Paper III	Emerging Trends in Health Care Management	(Marks : 80+15+5)
Paper IV	Dissertation	(100)
	Comprehensive Viva-Voce	(100)

**Total 500 Marks**

**Grand Total 1500 Marks**

C. COURSE DETAILS : DIPLOMA PROGRAMMES

1. PGDAP

- Paper I - **Adolescent Care**  
Part A - Preventive Adolescent Health Services  
Part B - Development in Life Skills  
Part C - Organizing Service for Adolescents
- Paper II - **Medical Problems in Adolescents**  
Part A - Growth and Growth Disorders  
Part B - Reproductive Health  
Part C - Medical Problems
- Paper III - **Adolescent Counselling**  
Part A - Principles of Personality Development  
Part B - Process and Techniques of Counselling  
Part C - Scholastic Backwardness - Guidance
- Paper IV - **Marriage and Family**  
Part A - Women's Issues and Gender Sensitization  
Part B - Pre-Marital and Marital Counselling  
Part C - Research Methods in Adolescent Paediatrics
- Paper V - **Project work**

2. PGCAFC

- Paper I - **Child Guidance**  
Part A - Principles and Practices of Guidance  
Part B - Behavioural Problems in Children  
Part C - Educational Guidance
- Paper II - **Principles and Process of Counselling**  
Part A - Theories of Personality Development  
Part B - Principles and Process of Counselling  
Part C - Counselling Techniques
- Paper III - **Child and Adolescent Care**  
Part A - Normal and Abnormal Growth & Development  
Part B - Development of Life Skills  
Part C - Organizing Services for Adolescents
- Paper VI - **Adolescent and Family Counselling**  
Part A - Adolescent and Pre-Marital Counselling  
Part B - Marriage and Family Counselling  
Part C - Research Methods in Child Guidance & Adolescent Counselling
- Paper V - **Project work**

3. PGDCJ

- Paper I - Introduction to Communication Studies (Marks: 100)  
Paper II - Reporting (Marks: 100)  
Paper II - Editing (Marks: 100)  
Paper IV - Broadcast News (Marks: 100)  
Paper V - Media History, Laws and Ethics (Marks: 100)
- Optional Paper  
Paper VI - Public Relations and Advertising (Elective) (Marks: 100)  
or  
Cyber Journalism (Elective) (Marks: 100)

Total Marks 600

#### 4. PGDEPMA

##### Part A: Core Papers

Paper I	- Educational Planning and Development	(Marks: 80+20)
Paper II	- Educational Management and Administration	(Marks: 80+20)
Paper III	- Total Quality Management in Education	(Marks: 80+20)
Paper IV	- Financial Administration	(Marks: 80+20)
Paper V	- Organizational Behaviour	(Marks: 80+20)

##### Part B: Optional Paper

Paper I	- Management of School Education (80 - Written, 20 Internal)	(Marks: 80+20)
---------	---	----------------

**Total Marks : 600**

#### 5. PGDHHA

Paper I	- Principles and Practices of Hospital Management and Administration	(Marks: 80+15+5)
Paper II	- Health Care Management	(Marks: 80+15+5)
Paper III	- Hospital Administration	(Marks: 80+15+5)
Paper IV	- Hospital Services Management	(Marks: 80+15+5)
Paper V	- Practical (Project - 50 + Field visit - 25 + Viva - 25)	(Marks: 100)

**Total Marks : 500**

#### 6. PGDHRM

##### Part I - Core Papers

Paper I	- Human Resource Management	(Marks: 100)
Paper II	- Industrial Relations	(Marks: 100)
Paper III	- Organizational Behaviour	(Marks: 100)
Paper IV	- Labour Legislation	(Marks: 100)

##### Part II Optional Paper

Paper I	- Principles of Business Management	(Marks: 100)
---------	-------------------------------------	--------------

**Total Marks : 500**

#### 7. PGDMM

##### Part I - Core Papers

Paper I	- Marketing Management	(Marks: 100)
Paper II	- Marketing Research	(Marks: 100)
Paper III	- Advertising Management	(Marks: 100)
Paper IV	- International Marketing	(Marks: 100)

##### Part II - Optional Paper

Paper I	- Principles of Business Management	(Marks: 100)
---------	-------------------------------------	--------------

**Total Marks : 500**

#### 8. PGDTTM

##### Part I - Core Papers

Paper I	- Tourism and Travel Geography	(Marks: 100)
---------	--------------------------------	--------------

Paper II	- Tourism Product	(Marks: 100)
Paper III	- Tourism Marketing	(Marks: 100)
Paper IV	- Travel Agency and Tour Operators' Business	(Marks: 100)

Part II - Optional Paper

Paper I	- Management Information System (MIS)	(Marks: 100)
---------	---------------------------------------	--------------

Total Marks : 500

## 9 PGDCA (18 months)

### First Year (Part I) - (12 Months)

Paper I	- Introduction to Computer Organisation	(Marks: 80+20=100)
Paper II	- System Software and Operating System	(Marks: 80+20=100)
Paper III	- Structured Programming through COBOL	(Marks: 80+20=100)
Paper IV	- Data Base Management system	(Marks: 80+20=100)
Paper V	- Introduction to Programming through 'C'	(Marks: 80+20=100)
Paper VI	- Software Lab - I	(Marks: 80+20=100)
Paper VII	- System Analysis and Designs	(Marks: 80+20=100)
Paper VIII	- Data Structures & Algorithm through 'C'	(Marks: 80+20=100)

Total: 800

### Second Year (Part II) - (6 Months)

Paper IX	- Business Data Processing & MIS	(Marks: 80+20=100)
Paper X	- OOPS Programming using C++	(Marks: 80+20=100)
Paper XI	- Principles of data Communication	(Marks: 80+20=100)
Paper XII	- Graphics & Multimedia Concepts	(Marks: 80+20=100)
Paper XIII	- Project and Viva-voce	(Marks: 150+50=200)
Paper XIV	- Software Lab - 2	(Marks: 80+20=100)

Total: 700

## 10. PGD-DN (1 year)

### Paper-I: EARLY CHILD DEVELOPMENT (CDC/ PGD-DN 01)

Part A	- Developmental Neuro-psychology
Part B	- Cognitive Development & Development of Special Senses
Part C	- Pre-School Education

### Paper-II : DEVELOPMENTAL CLINICAL NEUROLOGY (CDC/ PGD-DN 02)

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

### Paper- III: ASSESSMENT AND INTERVENTION IN DEVELOPMENTAL NEUROLOGY (CDC/ PGD-DN 03)

Part A	- Developmental Assessment & Infant Stimulation
Part B	- Pre-School Assessment
Part C	- Counselling

### Paper .IV: DIAGNOSTIC MODALITIES – PRINCIPLES & PRACTICE (CDC/PGD-DN 04)

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

### Paper .V: Project Work (CDC/PGD-DN 05)

### Scheme of Examination

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

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

### 11. PGD-BT (1 year)

#### Paper.I: SKIN & BODY CARE

(SRC/ PG-BT 01)

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

#### Paper-II: HAIR CARE & HAIR STYLING

(SRC/PG-BT 02)

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

#### Paper III: THE ART OF MAKE UP

(SRC/PG-BT 03)

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

#### Paper.IV: THE BEUTY PARLOUR MANAGEMENT

(SRC/PG-BT 04)

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

#### Paper.V: PROJECT WORK (SRC/PG-BT 05)

### Scheme of Examination

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

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

12. PGD-HSR (1 year)

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

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

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

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

**Paper III: FIELD EPIDEMIOLOGY & BIostatISTICS** (CDC/ PGD-HSR 03)

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

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

- Part A – Principles of Qualitative Research
- Part B – Qualitative Research Methods
- Part C – Qualitative Data Management

**Paper.V: PROJECT WORK** (CDC/PGD-HSR 05)

**Scheme of Examination**

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

Paper	Name of paper	Duration of Exam	Maximum marks		
			Code	Written Exam	Total
I	Public Health	3 hrs	CDC/PGD-HSR 01	100	100
II	Clinical Epidemiology	3 hrs	CDC/PGD-HSR 02	100	100
III	Field Epidemiology & Biostatistics	3 hrs	CDC/PGD-HSR 03	100	100
IV	Qualitative Research Methodology	3 hrs	CDC/PGD-HSR 04	100	100
V	Project Work	-	CDC/PGD-HSR 05	100	100
<b>Total</b>				<b>500</b>	<b>500</b>

**D. COURSE DETAILS: CERTIFICATE PROGRAMMES (5 Months)**

**1. Certificate Course in Communicative English**

Paper I	-	<b>Spoken Communication</b>	(Marks: 100)
		Part A - Oral Examination	(Marks: 60)
		Part B - Written Examination	(Marks: 40)
Paper II	-	<b>Written Communication</b>	(Marks: 100)

**Grand Total 200**

### 3.0. ELIGIBILITY FOR ADMISSION

#### 3.1. Under Graduate Programmes

B.A. Afzal-UI-Ulma	- Pass in Pre-degree/Plus Two/Afzal-UI-Ulma Prelims
B.A. English	- Pass in Pre-Degree/Plus Two
B.A. Malayala	- Pass in Pre-Degree/Plus Two
B.A. Economics	- Pass in Pre-Degree/Plus Two
B.A. History	- Pass in Pre-Degree/Plus Two
B.A. Political Science	- Pass in Pre-Degree/Plus Two
B.A. Sociology	- Pass in Pre-Degree/Plus Two
B.Li.Sc	- Any bachelors degree with 40% marks
B.Com.	- Pass in Pre-Degree/ Plus two/DCP
B. Com.	- Additional elective Co-operation (1 year) B.Com. Degree from Kerala University
B.Sc. Mathematics	- Pass in Pre-Degree/Plus two with Maths

#### 3.2. Post Graduate Programmes

##### 1. Two-Year Programmes

M.A. Arabic	Degree in Arabic or any discipline with Arabic as part II
M.A. English	Degree in English/Communicative English/any discipline with English as part I carrying an aggregate of 300 marks
M.A. Hindi	Degree in Hindi/any discipline with Part II Hindi
M.A. Malayalam	Degree in Malayalam/ any discipline with Part II Malayalam
M.A. Economics	Degree in Economics/Maths./Statistics
M.A. History	Degree in Social Science/ English
M.A. Islamic History	Degree in Social Science
M.A. Music	Degree in Music/ any graduation in any discipline and pass in aptitude test
M.A. Philosophy	Degree in any discipline
M.A. Political Science	Degree in Social Science/ English/Law/Commerce/Science (with 55% marks)
M.A. Public Administration	Degree in any discipline
M.A. Sanskrit	Degree in Sanskrit/any discipline with Sanskrit as part II with 45% marks
MA. Sociology	Degree in Arts/Science/Law/Commerce
M.Com.	B.Com. Degree
MHRM	Degree in any discipline with not less than 40% marks in Part III
M.Sc. Computer Science	A Bachelor's Degree in Computer Science/Electronics/Computer Applications/ Degree with Maths, Statistics, Computer Science or Computer Applications as subsidiary/a Bachelors Degree in Science, Commerce, Economics, Management with PGDCA/ Bachelors degree in Engineering.
M.Sc. Mathematics	Degree in Maths/Statistics with 55%; for SEBC students 53%; for SC/ST 40% and for Bonafide teachers in Kerala with one year teaching experience, 45% / B.Sc Degree (vocational)in Electrical Equipment & Maintenance / Optical Instrumentation / Industrial Chemistry / Computer Applications with 55% marks
M.H.Sc	MBBS, BDS, BSc Nursing,PG-DCCD or DCCD with Graduation, BPT,BOT,B.Sc (MLT),B.Pharm,BAMS,BHMS,BSMS

## 2. Three Year Programmes

MBA	Degree in any discipline with 50% marks (reduction of 3% marks for working personnel for every one year of completed service, subject to a maximum of 10% marks)
MHA	Degree in any discipline (PGDHHA holders will be admitted to the II Year of MHA, within three years of passing PGDHHA)

### 3.3. Diploma Programmes

PGDAP	MD / Dip. N.B / MNAMS / DCH / MBBS
PGDCAFC	MA Psychology / Sociology / Anthropology / MSW / M.Sc. Child Development / Home Science / Nutrition / Any other Master's Degree / B.Sc Nursing / PGDCCD / DCCD with Graduation
PGDCJ	Degree in any discipline
PGDBT	Degree in any discipline
PGDEPMA	Degree in any discipline
PGDHHA	Degree in any discipline
PGDHRM	Degree in any discipline
PGDMM	Degree in any discipline
PGDTTM	Degree in any discipline
PGDCA	Degree in any discipline
PGD-DN	MBBS / MD / Dip. NB / MNAMS / DCH
PGD-HSR	Any Health Science related Degree (MBBS, BDS, B.Sc.Nursing, B.Pharm, BSMS, BAMS, BHMS, BV.Sc) from any recognized University in India

### 3.4. Certificate Programmes

Communicative English	Pass in Pre-Degree / Plus Two
-----------------------	-------------------------------

#### 4.0. OTHER FACILITIES

##### 4.1. Qualification in an Additional Branch

Those who have taken BA or B.Sc Degree of this University are eligible for admission to II year BA Course of this Institute with another Optional Subject. Such candidates can take the examination in one sitting at the end of two years' study. BA/B.Sc Graduates of this University can join II Year B.Com Course of this institute and take B.Com. part III Examination in one sitting. These students need not study Part I and Part II.

Those who already hold a Master's Degree of Kerala University in one discipline are eligible for admission to any other PG course of the IDE, except M.Sc. Maths, M.Com., MA Music, MA Sanskrit and MA Arabic. They have to undergo two years' study in the IDE and take the examination at the end of each year. But, they will not be considered for ranking and will not be awarded another Degree Certificate. However, they will be issued a Certificate of having passed the additional examination and also the mark sheet showing marks and division.

##### 4.2. Admission to Lower Courses

Candidates with higher degrees in a subject are permitted to undergo lower level courses in another subject and take the Examination.

#### 5. DETAILS OF FEE

Sl No.	Programmes	Tuition Fee	Fee to be paid at the time of admission				Total	II Instal. Tuition Fee
			Admission Fee	Affiliation Fee	Fee for Exam form	I Install. Tuition fee		
1	2	3	4	5	6	7	8	9
1.	B.A. Eng/Mal/Econ/Afzal Hist/Pol/B.Com - I Year	1500	50	200	10	1000	1260	500
2.	B.A. Eng/Mal/Econ/Afzal Hist/Pol/B.Com - II Year	1500	-	-	10	1000	1010	500
3.	B.A. Eng/Mal/Econ/Afzal Hist/Pol/B.Com III year	1500	-	-	10	1000	1010	500
4.	B.A. Sociology I Year	1500	50	200	10	1000	1260	500
5.	B.A. Sociology II Year	1500	-	-	10	1000	1010	500
6.	B.A. Sociology III Year	2000	-	-	10	1500	1510	500
7.	B.Library Science I year	10,000	100	300	10	5000	5410	5000
8.	B.Sc. Maths I Year	3000	50	200	10	1500	1760	1500
9.	B.Sc. Maths II Year	3000	-	-	10	1500	1510	1500
10.	B.Sc. Maths III Year	3500	-	-	10	2000	2010	1500
11.	B.Com Addl. Co-operation	1500	100	200	10	1000	1810	
12.	B.Com. Comp. Appn. I Year	6000	100	200	10	2000	U: 2310 Sc.:1000	U: 2000 Sc.:1000
13.	B.Com. Comp. Appn II Year	6000	-	-	10	2000	U: 2010 Sc.:1000	U: 2000 Sc.:1000
14.	B.Com. Comp. Appn III Year	6000	-	-	10	2000	U: 2010 Sc.:1000	U: 2000 Sc.:1000
15.	B.Sc. Com. Science/ BCA I Year	9000	100	200	10	U: 3000 Sc.: 1500	U: 3310 Sc.:1500	U: 3000 Sc.:1500
16.	B.Sc. Com. Science/						U: 3000	U:3000

17.	BCA II Year	9000	-	-	10	„	Sc.:1500	Sc.:1500
	B.Sc. Com. Science/ BCA III Year	9000	-	-	10	„	U: 3000 Sc.:1500	U:3000 Sc.:1500
18.	MA: Arabic/Eco/Eng/Hindi/ Isl. Hist./ Mal./Music/Phil/ Pol/Sansk./Sociology/ M.Com. I Year	2000	150	300	10	1000	1460	1000
19.	MA: Arabic/Eco/Eng/Hindi/ Isl. Hist./ Mal./Music/Phil/ Pol/Sansk./Sociology/ M.Com. II Year	2000	-	-	10	1000	1410	1000
20.	MA Public Admn. I Year	2500	150	300	10	1500	1960	1000
21.	MA Public Admn. II Year	2500	-	-	10	1500	1510	1000
22.	M.Sc. Maths I Year	4000	150	300	10	2000	2460	2000
23.	M.Sc. Maths II Year	4000	-	-	10	2000	2010	2000
1	2	3	4	5	6	7	8	9
24.	M.Sc. Computer Science I Year	15000	150	300	10	U.: 5000 Sc.: 2500	U: 5450 Sc: 2500	U: 5000 Sc: 2500
25.	M.Sc. Computer Science II Year	15000	-	-	10	U.: 5000 Sc.: 2500	U: 5000 Sc: 2500	U: 5000 Sc: 2500
26.	MHRM I Year	6000	100	300	10	U.:3000 CE: 3000	U: 3410 CE: 3000	-
27.	MHRM II Year	6000	-	-	10	U.: 3000 CE.: 3000	U: 3000 CE: 3000	-
28.	M.H.Sc I Year	10000	150	300	10	U: 5000 Cc: 5000	U: 5460 Cc: 5000	
29.	M.H.Sc II Year	10000	-	-	10	U: 5000 Cc:5000	U: 5010 Cc:5000	
30.	MBA I Year	15000	150	300	10	7500	7950	7500
31.	MBA II Year	15000	-	-	10	7500	7500	7500
32.	MBA III Year	15000	-	-	10	7500	7500	7500
33.	MHA I Year	8000	100	300	10	U.: 4000 Cc.: 4000	U: 4400 Cc: 4000	
34.	MHA II Year	8000	-	-	10	U: 4000 Cc.: 4000	U: 4010 Cc: 4000	
35.	MHA III Year	8000	-	-	10	U.: 4000 Cc.: 4000	U: 4000 Cc: 4000	
36.	PGD-HSR	8000	250	300	10	U.: 4000 Cc.: 4000	U: 4560 Cc: 4000	4060 3000
37.	PGDAP	6000	250	300	10	U.: 3000 Cc.: 3000	U: 3550 Cc: 3000	4060 3000
38.	PGDCAFC	6000	250	300	10	U.: 3000 Cc.: 3000	U: 3550 Cc: 3000	4060 3000
39.	PGD-DN	6000	250	300	10	U.: 3000 Cc.: 3000	U: 3550 Cc: 3000	4060 3000
1	2	3	4	5	6	7	8	9
40.	PGDCJ	5000	250	300	10	2500	3050	2500
41.	PGDHHA	8000	100	300	10	U.: 4000	U: 4400	

						CE. : 4000	CE: 4000		
42.	PGDEPMA	3000	250	300	10	1500	2060	1500	
43.	PGDHRM	3000	250	300	10	1500	2060	1500	
44.	PGDMM	3000	250	300	10	1500	2060	1500	
45.	PGDTTM	3000	250	300	10	1500	2060	1500	
46.	PGDBT	6000	250	300	10	U: 3000	U: 3550	4060	
						Sc: 3000	Sc: 3000	3000	
47.	PGDCA I Year	10000	100	200	10	U: 3000 Sc.2000	U: 3300 Sc: 2000	U: 3500 Sc: 1500	
48.	PGDCA II Year	5000	-	-	10	U: 3500 Sc.1500	U: 3500 Sc: 1500		
49.	Communicative English	1800	100	200	50	U: 600 Sc.300	U: 950 Sc: 300	U: 600 Sc: 300	

- NB:-
- Students who have passed their qualifying examination from a Board or University other than Kerala University will have to pay a **Matriculation Fee of Rs. 50/-**, **Recognition Fee of Rs. 200/-**, **Eligibility fee of Rs. 110/-** in addition to the above
  - Students who have passed their qualifying examination from **Calicut University** will have to pay a **Matriculation Fee of Rs. 50/-** and no Recognition Fee, in addition to the above
  - Overseas students to remit an additional Fee of Rs 2000/-  
**U - University, Sc. - Study Centre, CE - CACEE (Centre for Adult Continuing Education and Extension) Cc - Child Development Centre, Medical College, Thiruvananthapuram. SRC – State Resource Centre, General Education Department, Government of Kerala, Thiruvananthapuram.**

#### 6. MODE OF REMITTANCE

- Direct remittance at the University Cash Counter at Palayam or Kariavattom, or Friends - Jana Sevana Kendra Branches.
- Candidates residing within Kerala:  
By Demand Draft drawn on SBT or District Co-operative bank, in favour of the Finance Officer, University of Kerala, payable at Thiruvananthapuram
- Candidates residing outside Kerala:  
By DD drawn on SBI in favour of the Finance Officer, University of Kerala, payable at Thiruvananthapuram
- Overseas students:  
By DD drawn on any nationalized banks, in favour of the Finance Officer, University of Kerala, payable at Thiruvananthapuram
- For every remittance by DD a Service charge of Rs. 10/- has to be remitted extra.

#### 7. FEE CONCESSION (U.O. PLE SC/ST Cell. dt. 29.9.2001)

SC/ST students are eligible for fee concession and such students will be admitted without the First installment Tuition Fee provided they submit Certificates in proof of their Community and Income from competent authorities, at the time of admission.

#### 8. ADMISSION

- Admission to the Under Graduate / Post-Graduate / Diploma and Certificate Programmes will commence in June and will be closed by 30 August every year unless otherwise notified.
- Application Form and Prospectus  
Application Form and Prospectus can be had directly from the Institute of Distance Education office at Kariavattom or the Kerala University Forms Sales counter at Palayam or Information Centres, by remitting the required fee by University Pay-in-Slips or DDs. Application Forms can also be had by post on requisition to the Director, Institute of Distance

Education. The request shall be accompanied by a DD or University Pay-in-Slip for the required amount and a self addressed envelope of size 24 x 17 cm, stamped for Rs. 15/-

iii. Cost of Application

BA / B.Com. /B.Sc. Maths	
M.A/PG Diplomas/Certificate Courses	Rs. 50/-
BCA/B.Sc. Computer Science/ B.Com. Computer Application/PGDCA/ MHRM/PGDAP/PGDCAFC/PGD-DN/ PGD-BT/PGDHSR	Rs. 100/-
MBA/MHA/PHDHHA	Rs. 300/-
M.Sc. Computer Science/B.LiSc/MHSc	Rs. 150/-

iv. Enrolment

Applications duly filled in should be sent to the **Director, Institute of Distance Education, University of Kerala, Kariavattom, Thiruvananthapuram- 695 581** by registered post with acknowledgement due in a cover superscribed "Application for admission to ....." Applications shall be accompanied by DDs/ Pay-in-Slips for the required amount and other documents.

v. Documents to be submitted

1. **Original Degree Certificate** or **Provisional Certificate** of the Qualifying examination
2. **Transfer Certificate** from the institution last attended
3. **Eligibility Certificate** from the Registrar, University of Kerala (if the candidate has passed the qualifying examination from outside Kerala University). The Certificate will be issued by the Registrar on applying in the prescribed form along with
  - (i) a University pay-in-slip or DD for the required amount (Rs. 500/- for Foreign Degree/Diplomas, Rs. 250/- for PG and Professional Degrees from outside Kerala, but within India, and Rs. 100/- for all other Degrees/Diplomas) and
  - (ii) attested copies of Certificates of all the Examinations passed by the Candidate (right from SSLC) and (iii) a copy of the TC/Course Certificate of the Degree for which eligibility is required, and
  - (iv) a self addressed stamped envelope.
4. **Migration Certificate**, if the candidate has passed the qualifying examination from a University other than Kerala University.
5. **Pay-in-Slip/DD** for the required amount.
6. **Identity Card** duly filled in and with photograph affixed.
7. **Intimation Card** duly filled in.
8. **Photograph** affixed in the application form and attested by a Gazetted Officer
9. **Degree Certificate/Provisional Certificate** of the PG Course if the candidate has passed any such course after graduation.
10. **Cancellation Memo** of Private/Provisional Registration, from the Controller of Examinations, University of Kerala, if the candidate has obtained private registration for the MA/M.Com./M.Sc. Course of the University previously, written the examination, but failed.

vi. Rules Regarding

(i). Re-admission

Students who fail to remit the First installment Tuition Fees for the I/II year of the course will not normally be enrolled to the II/III year, even if they are otherwise eligible. In exceptional cases and on genuine grounds such students will be enrolled to the II/III year on payment of a special fine.

(ii). Discontinuance and Re-admission

A student who discontinues the course in the middle of an academic year may be readmitted to the same course in the same academic year on payment of readmission fees. A student who discontinues and applies for readmission in a subsequent year will be readmitted in the beginning of the academic year. In the latter case the student has to remit dues of the previous year.

(iii). Refund of Fees

Fee once remitted shall not be refunded

(iv) Duplicate Identity Card

A student who lost his/her ID card, can avail duplicate ID card by remitting Rs.50/-

**9. STUDY MATERIALS**

Study Materials will be supplied to all the students in two or three installments through the Study Centres or by post, once the admission formalities are completed.

**10.0. PERSONAL CONTACT PROGRAMME**

**1. under Graduate Courses**

Contact Programmes will be arranged at different centres every year for all the three years of the Course. Classes are held for twelve to twenty days in a year in two/three rounds. 50% attendance at the Contact Classes is obligatory for all students who want to register for the examination.

However, in case of students who cannot attend classes owing to unavoidable reasons, exemption will be granted. Those who need exemption will have to submit a written request for the same to the Director along with an exemption fee of Rs. 200/- by Pay-in-Slip or DD.

**2. Post Graduate Courses**

Each student admitted to the PG Programmes will be attached to a Contact Class Centre opted by nearest to him/her at Thiruvananthapuram, Kollam, Adoor, Kayamkulam, Alappuzha, Ernakulam, Trichur, Malappuram, Calicut, Palakkad and Kannur, based on the concentration of students. The Director, Institute of Distance Education, may entertain request for change of contact centre on reasonable grounds.

Each Contact Centre will arrange contact classes for each PG Programme on week ends and holidays. The total effective hours of such classes in an academic year will not be less than 200 hours (including tutorials) for each PG Programme.

**10.1 STUDY / CONTACT CLASS CENTRES**

**Thiruvananthapuram**

1. Institute of Distance Education,  
University of Kerala,  
Kariavattom 695581

Ph. 0471-2412221, 2418019

All Under-Graduate, Post-Graduate And Certificate Programmes, except B.Sc. & M.Sc. Computer Science, BCA & M. Com.

2. Child Development Centre(CDC)

Medical College Campus,

Thiruvanthapuram

Ph. 0471- 2553540

MHSc, MHA, PGDHHA, PGDCAFC, PGD-DN, PGD-AP, PGDHSR

3. Centre for Adult Continuing Education and Extension (CACEE)

University of Kerala

Thiruvanthapuram

Ph.0471- 2302523

MHRM and PGDEPMA

4. Institute of Management in Kerala (IMK)  
University of Kerala                      MBA  
Ph. 2301145 / 2306422 Ext-296/286
5. Mar Ivanios College Nalanchira  
Phone 0471 2531053                      B.Sc. Computer Science, BCA, B.Com. (With Computer Application) M.A. History, M.A English, M.Com. M.Sc. Computer Science, PGDCA, Communicative English
6. Govt. College, Kariavattom,  
Phone 2417112                              B.Sc. Computer Science, BCA, B.,Com. (with Computer Application), PGDCA
7. Institute of Cooperative  
Management (ICM),  
Poojappura. Phone 2341326              B.Sc. Computer Science, BCA, B.Com (with Computer Application) PGDCA
8. Keltron IT Education Centre,  
Spencer Junction.  
Phone 2337450, 2724765                B.Sc. Computer Science, B.C.A. B.Com (with Computer Application), PGDCA
9. Keltron IT Education Centre,  
Karakulam, Phone 288899              B.Sc. Computer Science, B.C.A, B.Com (with Computer Application), PGDCA
10. National College, Manacaud ,  
Ph. 2464221                                B.Sc. Computer Science, B.C.A, B.Com (with Computer Application), PGDCA
11. A. J. College of Science and  
Technology,  
Thonnakkal, Ph. 2421106                B.Sc. Computer Science, B.C.A, B.Com (with Computer Application) , PGDCA
12. Iqbal College, Peringamala  
Ph. 2845537                                B.Sc. Computer Science, B.C.A, B.Com (with Computer Application), PGDCA
13. UIT Centre, Aralumoodu,  
Neyyatinkara, Ph. 2223474              B.Sc. Computer Science, B.C.A, B.Com (with Computer Application), PGDCA
14. UIT Centre,  
Thiruvananthapuram  
Ph. 2539238                                B.Com (with Computer Application), PGDCA
15. Hajji C. H. Mohammed  
Koya Memorial College  
for advanced Studies,  
Chavarcod Ph. 2667617                B.Com (with Computer Application), PGDCA
16. Sree Sankara Vidya Peetom  
College, Nagaroor, Ph. 2672399        B.Com (with Computer Application), PGDCA.
17. Govt. H.S. S. Kumarapuram            M.Com.
18. Music Department  
University Women's Hostel Campus,  
Vazhuthacaud                              M.A. Music

## Kollam

1. S. N. College, Kollam  
Ph. 2741793  
B.Sc. Computer Science, BCA, B.Com with Computer Application, M.A. History/Sociology/Malayalam, M.Sc. Maths, PGDCA, Communicative English.
2. FMN College. Kollam  
Ph. 2743387  
B.Sc. Computer Science, BCA, B.Com. (with Computer Application) M.A. Economics M.Com, M.Sc. Computer Science, PGDCA.
3. MMNSS College, Kottiyam,  
Ph. 2530522  
B.Sc. Computer Science, BCA, B. Com. (with Computer Application)
4. UIT Centre, West Kollam,  
Ph. 2798413  
B.Sc. Computer Science, BCA, B.Com. (with Computer Application) M.Com, PGDCA, MBA
5. Kerala University Teacher  
Education Centre,  
Govt. Boy's High School Campus,  
Kollam Ph. 0474-2792689  
MA English
6. UIT Centre, Near Seema Theatre,  
Govt. Hospital Road  
Pathanapuram -689695 ,  
Ph. 0475-2355600  
B.Sc. Computer Science, BCA, B.Com (with Computer Application), M.Com, PGDCA
7. UIT Centre, Kaithavana Tourist  
Complex, H.S. Junction, Adoor,  
Ph. 04734-227755  
B.Com. (with Computer Application)
8. St. John's College, Anchal  
Ph. 0475-2273326  
Communicative English

## Alappuzha

1. MSM College, Kayamkulam,  
Ph. 0479-2442111  
B.Sc. Computer Science, B.C.A, B.Com (with Computer Application), PGDCA.
2. Bishop Moore College,  
Mavelikkara, Ph. 0479-2303260  
B.Sc. Computer Science, B.C.A, B.Com (with Computer Application), PGDCA.
3. Christian College, Chengannoor  
Ph. 0479-2452275  
B.Sc. Computer Science, B.C.A, B.Com (with Computer Application), PGDCA.
4. Carmel Polytechnic, Alappuzha  
Ph. xxxxxx-257825  
B.Com (with Computer Application), PGDCA.
5. UIT Centre Alappuzha,  
Ph. 0477-262654  
B. Com (with Computer Application), M.Sc. Computer Science, PGDCA.
6. St. Michael's College, Cherthala.  
Ph. 0478-2812387  
B.Com (with Computer Application), PGDCA
7. Kerala University Teacher  
Education Centre,  
Govt. High School campus,  
Aryad, Alappuzha - 688 006,  
Ph. 0477-2233435  
MA English

- |  |                        |
|--|------------------------|
| 8. KVM College of Engineering<br>Information Technology,<br>KVM Trust, Cherthala | M.Sc. Computer Science |
| 9. I.M.K., University of Kerala<br>Alapuzha                                      | MBA                    |

**Ernakulam**

- |  |   |
|--|---|
| 1. Keltron IT Education Centre,<br>Rosy Bazaar, Sahodaran<br>Ayyappan Road, Vyttila,<br>Cochin - 682017, Ph. 2307548 | B.Com (with Computer Application) M.Sc. Computer Science, PGDCA |
| 2. Chavara Cultural Centre   |   |

**Trichur**

- |   |   |
|---|---|
| 1. Keltron IT Education Centre,<br>KPD L Complex, Mulamkunnathukavu,<br>Athani, Trichur - 680 771,<br>Ph. 201066/272 4698 | B.Com (with Computer Application) M.Sc. Computer Science, PGDCA |
|---|---|

**Kozhikode**

- |  |                               |
|--|-------------------------------|
| 1. Keltron IT Education Centre,<br>CM Mathew Brothers Towers,<br>Ram Mohan Road, 17/1341 G,<br>Calicut - 673 004, Ph. 724698 | M.Sc. Computer Science, PGDCA |
|--|-------------------------------|

**Kannur**

- |   |   |
|---|---|
| 1. Keltron IT Education Centre,<br>Gundert Foundation School,<br>Pallisserry Court Road,<br>Thalassery - 670 101,<br>Ph. 326870 | B.Com. (with Computer Application) PGDCA  |
| 2. Keltron IT Education Centre,<br>Keltron Component<br>Complex Ltd. Keltron Nagar,<br>Kannur - 670 562, Ph. 780831             | B.Com. (With Computer Application), PGDCA |

**Palakkad**

- |                                |                                    |
|--------------------------------|------------------------------------|
| 1. Keltron IT Education Centre | B.Com. (With Computer Application) |
|--------------------------------|------------------------------------|

## 10.2. PCP Schedule.

Programmes	Duration
<b>1. under Graduate Programmes</b>	
BA English/Mal/Hist/Eco/Pol/Sociology,	
B.Sc. Maths, B.Com	- 12 days class a year in two spells, in November and January
B.Sc. Computer Science	- 30 hrs. Of class for each theory paper + 20 hrs. lab. work, a year.
BCA.	- 30 hrs. Of class for each theory paper + 20 hrs. lab. work, a year.
B.Com with Computer Application	- 20 days class in two spells+ 20 hrs of lab work, a year
B.Library Science	- 12 days class a year in two spells, in November and January
<b>2. Post Graduate Programmes</b>	
<b>i. Two year Programmes</b>	
All the programmes except	
M.Sc. Computer Science and MHRM	- 200 hrs including tutorials, a year. Commencement - Final - in September-October; Previous - in December - January
M.Sc. Computer Science	- 30 hrs. Of class for each theory paper and 40 hrs. of lab work in each semester.
MHRM	- 20 days class, a year, in two spells
MHSc	- 15 days class a year (120 hrs), Theory & Practical (Total 200 hours)
<b>ii Three Year Programmes</b>	
MBA	- 150 hours of class a year
MHA	- 20 days class, a year, in two spells
<b>iii. Diploma Programmes</b>	
PGDCJ, PGDEPMA,	
PGDTTM, PGDHRM, PGDMM	- 8 to 10 days class twice a year
PGDHHA	- 20 days class a year, in two spells
PGDAP, PGDCAFC	- 14 days compulsory programme at Child Development Centre, Medical College, Thiruvananthapuram + Counselling Sessions.
PGDCA	- 15 hours of class for each theory paper and 50 hrs of lab work, each for Part I and Part II
PGD-DN, PGD-BT	- 40 hrs Theory & 40 hrs Practical / Two weeks
PGD-HSR	- 40 hrs Theory & 40 hrs Practical / Two weeks
<b>iv. Certificate Programmes</b>	
Communicative English	- 100 hours of class including 10 hrs lab work, on Second Saturdays and all Sundays.

## 11. UNIVERSITY EXAMINATIONS

### Registration

Students of Distance Education shall submit their application for examination only in the form supplied by this Institute. Filled in Applications should be returned to the Institute and the Director shall forward the same to the Controller of Examinations. The DD for examination fee should be enclosed with the application.

## Registration for Reappearance

Students who fail in any paper and intend to register for Reappearance should do so directly with the Controller of Examinations, University Main Office, and Thiruvananthapuram. The forms for reappearance can be had from the Forms Sales Counter at Palayam, or the Information Centres. Filled in forms should be sent to the Controller of Examinations, University of Kerala, Thiruvananthapuram, with Pay-in-Slip/DDs for the required amount.

## Examination Centres

The Examination Centres approved by the University will be intimated to the students at the time of registration for the Examinations. Students can choose their Centre from the list of approved Centres.

## Hall-Tickets

Students can collect their Hall-tickets for the University Examinations from the Chief Superintendents of the Examination Centres three days before the commencement of the Examinations on production of the identity cards issued to them by the Institute.

### 12. PROJECT GUIDANCE (PG Programmes)

The Director, Institute of Distance Education shall prescribe separate list of supervising teachers for each discipline on the recommendation of the Co-ordinators of the subject concerned. A candidate may select his supervising teacher from the prescribed list.

The Project work submitted at the end of the second year will be evaluated by two examiners appointed by the University.

### 13. PASS REQUIREMENTS

#### 1. Under Graduate Programmes

B.A. English/Mal/Hist/Eco/

Pol. Science, Sociology/

Afzal-Ul-Ulma

Part I - 35% of the aggregate marks

Part II - 35% of the aggregate marks

Part III - (i) 30% of the aggregate for

Main Subjects (ii) 35% for each of the Subsidiary Papers and

(iii) 35% of the aggregate marks for Part III (Main & Subsidiary Papers)

B.Sc. Maths

Part I - 35% of the aggregate marks

Part II - 35% of the aggregate marks

Part III - 35% of the aggregate marks for

Part III (Main and Subsidiary Papers)

BCA

40% for Theory and 50% for Theory and Internal Assessment together, per paper

B.Sc. Computer Science

40% for Theory and 50% for Theory and Internal Assessment together, per paper

B.Com.

Part I - 35% of the aggregate marks

Part II - 35% of the aggregate marks

Part III - Paper wise minimum of 30% and a Group minimum of 35% marks  
(for each of the three groups)

B.Com. with Computer Application 35% marks for each Paper

B.LIS 40% marks for each paper

## 2. Post Graduate Programmes

a. Two Year Programmes 30% marks for Annual Assessment and 40% for AA and CA together for each paper

MHSc 40 % marks (Theory & Assignment) is required for each paper

b. Three Year Programmes

MBA 40% marks for Annual Assessment and 50% for AA and CA together for each paper

MHA 40% marks for each Paper

## 3. Diploma Programmes

PGDCJ

PGDEPMA

PGDTTM

PGDHRM

PGDMM

40% in the aggregate

PGDHHA/PGD-HSR

40% marks for each paper (Theory & Practical) is required for each paper

PGDCA/PGD-BT

40% for theory and 50% for theory and Internal together, per paper

PGDAP

PGD-DN

PGDCAFC

Evaluation based on 5 Point and A to E letter Grades

Letter Grade

Point Grade

Percentage of Marks

Grade A

5

90+

Grade B

4

75 - 89

Grade C

3

60 - 74

Grade D

2

40 - 59

Grade E

1

< 39

## 4. Certificate Programmes

Communicative English

50% marks for each paper

## 14. STUDENTS SERVICE

General Information

-

0471 - 2412221.2417389.2418019

Director

-

0471 - 2412221, 2417389

0471 - 2417744 (R)

### Administrative Assistance

Sl. No.	Name of Programmes	Section	Contact Number	
1.	MA (I&II) Sanskrit, Arabic MCom (I&II) * MA Pol, Pub.Admn, Eco, Hist, Mal, Eng, & PGDMM	AC I	0471-2417389	Ext- 206
2.	B.Sc Com.Sc (I,II&III) *B.A (Ist yr) Eco, Hist, Eng, Socio B.A.(IIRD yr) Pol,Mal,Eng,Hist,Socio,Eco B.Com (I&II),I MSc Maths B.A. (Ist yr) Pol, Mal PGDEPMA, Comm.Eng	AC II	0471 – 2417389	Ext-207
3.	MA (I&II)Socio,Islam Hist *MA (Ist yr) Eco, Hist, Eng, Pol, Mal, Hindi PGDCA, PGDTT, PGDCJ	AC III	0471 – 2417389	Ext – 208
4.	MA (I&II) Philosophy, Music MSc.Com.Sc(I,II&III) *MA (IInd yr) Hindi,MSc (IInd yr)Maths MA (Ist yr) Pub.Admn,BLISC,PGDHRM, BSc.Maths(All yrs)BA Afsal (All yrs),BCOM.Com.SC(All yrs) BA (iind yr)Mal,Eng,Pol,Socio,Eco,Hist	AC IV	0471-2417389	Ext-209
5.	M B A , M.H.R.M, M.H.A,PGDHHA, PGDCAFC, PGDAP, PGDDN,PGDBT	AC V	0471 – 2417389	Ext - 201

### III. Academic Assistance

	<i>Office</i>	<i>Residence</i>	
1. <b>English</b> Dr. P. P. Ajayakumar (Co-Ordinator) e-mail: <a href="mailto:ajaykumar62@yahoo.com">ajaykumar62@yahoo.com</a>	0471-2412221	0471-2559826 9895788210	Ext.-219
2. <b>Communicative English</b> Dr. K. Gopakumar (Co-ordinator) e-mail: <a href="mailto:gopuide@rediffmail.com">gopuide@rediffmail.com</a>	0471-2412221	0471-2418060	Ext.-216
Smt. K.Urmila e-mail: <a href="mailto:urmilarpillai@rediffmail.com">urmilarpillai@rediffmail.com</a>	0471-241221	0474-2591232	Ext.-236
3. <b>Malayalam &amp; Tamil</b> Shri. M.R. Rajesh (Co-ordinator) e-mail: <a href="mailto:rajeshkurumasseri@yahoo.co.in">rajeshkurumasseri@yahoo.co.in</a>	0471-241221	09388669837	Ext.-236
4. <b>Commerce</b> Dr. S. Kevin (Co-ordinator) e-mail: <a href="mailto:stephenkevin@rediffmail.com">stephenkevin@rediffmail.com</a>	0471-2412221	0471-2416264	Ext -218
Dr. J. James (Co-ordinator - MBA)	0471-2412221	0471-2595387	Ext. -220

5.	<b>Computer Science</b> Shri. D. Sanjeev Kumar(Co-ordinator)	0471-2412221	M. 9447246474	Ext-215
6.	<b>Economics &amp; HRM</b> Shri. P. Sudhakaran(Co-ordinator) e-mail: <a href="mailto:sudhakaran9@gmail.com">sudhakaran9@gmail.com</a>	0471-2412221	0471-2413519	Ext.- 215
7.	<b>History &amp; Islamic History</b>  Dr. S. Jaseem (Co-Ordinator) Shri .Unnikrishnan.S.	0471-2412221 0471-2417389	0471-2433722 9847558566	Ext.-205 Ext -220
8.	<b>Hindi</b> Dr. K. S. Vijayalekshmi (Co-Ordinator)	0471-2412221	0471-2473775	Ext. -301
9.	<b>Sociology, Music &amp; Philosophy</b> Dr. V. Assakumari (Co-ordinator)	0471-24173891 9249759944	0471-2721133	Ext.-205
10.	<b>Mathematics &amp; Sanskrit</b> Dr. K. S. Zeenath (Co-ordinator)	0471-2412221	0472-2812606	Ext.-205
11.	<b>Public Administraion &amp; Tourism</b> Dr. S. Ajitha (Co-Ordinator) e-mail: <a href="mailto:ajithasasidharan@rediffmail.com">ajithasasidharan@rediffmail.com</a>	0471-2417389	9447259150	Ext-214
12.	<b>Political Science ,</b> Shri. P. Anil Kumar. (Co-Ordinator) e-mail: <a href="mailto:anil.sopanam@gmail.com">anil.sopanam@gmail.com</a>	0471-2412221	9447801624	Ext-301

#### Enquiries and Correspondence

The Director  
Institute of Distance Education  
University of Kerala  
Kariavattom  
Thiruvananthapuram  
Kerala 695 581

Phone : 0471 - 2418019, 2417389,2412221

e-mail : [idekeralauniversity@rediffmail.com](mailto:idekeralauniversity@rediffmail.com)

