

ANNEXURES

UNIVERSITY OF KERALA

Abstract

School of Distance Education – Nomination of Dr. Lal C.A, Professor, as Director - Sanctioned - Orders Issued.

ADMINISTRATION 'B.III' SECTION

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

Dated : 22.04.2022

- Read:** 1. U.O No. Ad. BIII.2/1723/2013 dated 08.05.2019.
2. Letter dated:04.04.2022 from Dr. R.Vasanthagopal,Director, SDE
3. Item no. 40.99 in the Minutes of the meeting of the Syndicate held on 12.04.2022.

ORDER

Dr. R.Vasanthagopal, Professor, School of Distance Education was nominated as Director, School of Distance Education w.e.f 08.05.2019 vide U.O reas as (1) above.

Dr. R.Vasanthagopal, vide paper read as (2) above, has requested to relieve him from duties as Director, School of Distance Education, as he is completing three-years term in the said post on 07.05.2022.

The Syndicate, vide paper read as (3) above, considered the matter and resolved to agree to the proposal to relieve Dr. R.Vasanthagopal from the Directorship of the School of Distance Education, after the completion of his tenure, w.e.f 07.05.2022 AN and to nominate Dr.Lal C A, the next senior most Professor in the School of Distance Education as the Director w.e.f 08.05.2022 FN.

Sanction has therefore been accorded by the Vice Chancellor to Dr.Lal C A, Professor, School of Distance Education being nominated as Director, School of Distance Education w.e.f 08.05.2022 FN and to relieve Dr. R.Vasanthagopal, from duties as Director, School of Distance Education on 07.05.2022 AN.

Orders are issued accordingly.

Sd/-
SREELEKHA K.K
Deputy Registrar (Admn.IV)
For Registrar

To

- 1) Dr.Lal CA, Professor, SDE
- 2) Dr.R. Vasanthagopal, Professor, SD
- 3) PS to Vice Chancellor / Pro-Vice Chancellor
- 4) PA to Registrar/ CE / FO / DCDC / DP&D
- 5) The Campus Director, Kariavattom/JR Campus Administration,Kariavattom
- 6) The Public Relation Officer
- 7) The Joint Director, Kerala State Audit Department/IQAC/Ad.Misc
- 8) Stock File / File Copy.

Forwarded/By Order


Section Officer

101

UNIVERSITY OF KERALA

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

Place of Meeting: University Buildings, Trivandrum.

PRESENT:

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



Doct
REGISTRAR
In-charge

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

(V.C.'s Section)

SPECIAL ITEM

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

RESOLVED that

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

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

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

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

(Ac.E)

- 19. Introduction of Correspondance Course in the University.

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

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

(Acad.A)

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

DEFERRED for detailed consideration.

(Ac.F.II)

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

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

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

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

(Ac.A)

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

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

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

(Ac.F.I)

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

....

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

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

(Ad.D)

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



Speed Post

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

Date: October, 2018

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

R
29/10/18 18 OCT 2018

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

Sir/Madam,

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

2. As per the provision at clause 4 (i) of sub-regulation (3) of Part- II of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and the decision of the Commission in its 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.



Handwritten signature

5. Programme wise recognition status based on representation:

5(A) Programmes Recognised

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

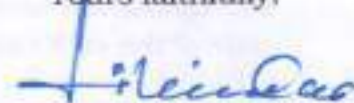
*As HEI NAAC score is (below/above) 3.26, the recognition given is only up to the academic year 2018-19 to 2019-20, based on the UGC (ODL) Second Amendment Regulations, 2018. The list of recognised Learner Support Centres/Study Centres will be available at UGC website shortly.

5(B) Programmes Not Recognised: Nil

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

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

Yours faithfully,



(Jitendra)


Education Officer

Copy to:

1. The Secretary, Higher Education, Govt. of Kerala, 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.
6. Guard file.


(Jitendra)
Education Officer

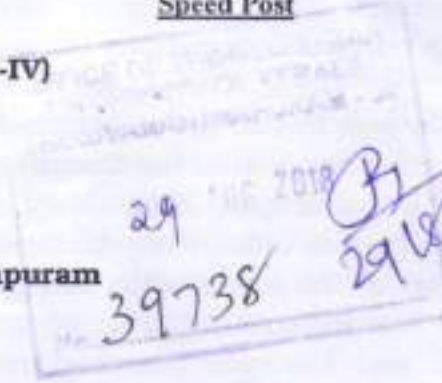


Speed Post

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

Date: August, 2018

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



29 AUG 2018
29 AUG 2018

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

Sir/Madam,

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

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

3. The Commission had invited online applications from the eligible Higher Educational Institutions for offering Open and Distance Learning programmes from the academic session 2018-19 vide public notice F.No. 74-1/2018 (DEB-IV) dated 28.03.2018, mentioning therein that the online portal for submitting applications shall-be open from 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

Lisa

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**

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

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

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

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

7(B) Programmes not Recognized

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

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

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

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

Yours faithfully,




(Jitendra)

Education Officer

Conditions

- 1) The total intake capacity (Number of learners) in Open and Distance Learning mode in Higher Educational Institution and/or Learner Support Centre/Study Centre shall be as mentioned in clause 6 of Annexure-X of the University Grants Commission (Open and Distance Learning) Regulations, 2017.
- 2) The Higher Educational Institution shall offer only those programmes through Open and Distance Learning mode, which are approved by the statutory bodies of the University and by UGC and by the Regulatory Authority, as applicable.
- 3) The Higher Educational Institution shall not offer any programme in engineering, Medicine, dental, pharmacy, nursing, architecture, physiotherapy and programmes not permitted to be offered in distance mode by any other regulatory body.
- 4) The Higher Educational Institution shall comply to all the terms and conditions mentioned in the Affidavit dated 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

OFFICE OF THE VICE-CHANCELLOR
UNIVERSITY OF KERALA
www.ugc.ac.in/deb HAFUKAIA-34
20 FEB 2021
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UNIVERSITY GRANTS COMMISSION
DISTANCE EDUCATION BUREAU
35-FEROZE SHAH ROAD
NEW DELHI-110 001

Speed Post

12 FEB 2021 February, 2021

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

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

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

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

Sir/Madam,

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

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

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

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

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

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

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

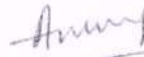
5. The other terms and conditions shall remain same as communicated in the previous Commission Orders.

Yours faithfully,

(Dr. Amit Kumar Verma)
Education Officer

Copy to:

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


(Anurag)
Section Officer



F.No. 40-14/2021 (ODL) (DEB-II)

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

Speed Post

November, 2021

R/S DE
12/11/21
Vice Chancellor

12 NOV 2021

Sub: 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) from 2021-22, academic session beginning November, 2021 (revised from July, 2021) and onwards - regarding

Sir/Madam,

In exercise of the powers conferred by sub-sections (1) and (2) 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 Programmes and Online Programmes) Regulations, 2020 has been notified in the Gazette of India on dated 4th September, 2020.

2. The eligibility criteria for Higher Educational Institution is enumerated under Regulation 3 of Part II of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. The Regulation 4 and 5 describes the process of applications for the Open and Distance Learning and Online Programmes and the approval process whereas Regulations 6 describe provisions of right to appeal by the Higher Educational Institutions aggrieved with the order of the Commission and Regulations 7 describe the process of withdrawal of Recognition.
3. The University Grants Commission has notified the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) (Amendment) Regulations, 2021, in the Gazette of India on 1st July, 2021. In accordance with these Regulations, the Commission had invited online applications from the eligible Higher Educational Institutions for offering Open and Distance Learning and Online Programmes from **2021-22, the academic session beginning November, 2021 (revised from July, 2021)** and onwards vide public notice F. No. 1-23/2021 (DEB-I) dated 14th July, 2021, mentioning therein that the online portal for submitting applications shall be open upto 31.07.2021. The last date for submitting duly certified hard copies was 10.08.2021. The **Kerala University, Kerala** had submitted its application for recognition of the Open and Distance Learning and Online Programmes.

4. Application received from **Kerala University, Kerala** had been scrutinized. deficiency(s) or defect(s) in application were communicated to HEI as per University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendment to remove or rectify such deficiency(s) or defect(s) with relevant documentary evidence.
5. The **Kerala University, Kerala** was invited for a Virtual Interface Meeting with the Expert Committee duly constituted by the Chairman of the Commission, held on **07/10/ 2021** in the UGC office, 35 Feroze Shah Road, New Delhi – 110 001.
6. The Interface Expert Committee, based on the submitted application, compliance to deficiency(ies) or defect(s) communicated earlier, the presentation made by the Higher Educational Institution in the Interface Meeting and as per the provisions of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendment made recommendations for the consideration of the Competent Authority/ Commission.
7. Based on the recommendations of Interface Expert Committee and its approval by Competent Authority/Commission, I am directed to issue this Order, thereby communicating the programme wise recognition for the programmes to be offered in **Open and Distance Learning mode** from academic year 2021-22, academic session beginning November, 2021(**revised from July, 2021**) by the **Kerala University, Kerala**; as detailed in point no. 8 below.
8. **Programme wise recognition status**

(i) **Open and Distance Learning Programmes Recommended***

S. No.	Name of the ODL Programmes	Period of Recognition
1	MASTER OF LIBRARY & INFORMATION SCIENCES	2021-22, academic session beginning November, 2021(revised from July, 2021) to 2025 - 26 (upto January, 2026 only)
2	MASTER OF COMMERCE (FINANCE)	
3	MASTERS OF ARTS (SOCIOLOGY)	
4	MASTERS OF ARTS (PUBLIC ADMINISTRATION)	
5	MASTERS OF ARTS (POLITICAL SCIENCE)	
6	MASTERS OF ARTS (HISTORY)	
7	MASTERS OF ARTS (ECONOMICS)	
8	MASTERS OF ARTS (HINDI)	
9	MASTERS OF ARTS (MALAYALAM)	
10	MASTERS OF ARTS (ENGLISH)	
11	BACHELOR OF LIBRARY & INFORMATION SCIENCE	
12	BACHELOR OF BUSINESS ADMINISTRATION	
13	BACHELOR OF COMMERCE	
14	BACHELOR OF ARTS (SOCIOLOGY)	
15	BACHELOR OF ARTS (POLITICAL SCIENCE)	
16	BACHELOR OF ARTS (HISTORY)	
17	BACHELOR OF ARTS (ECONOMICS)	
18	BACHELOR OF ARTS (HINDI)	
19	BACHELOR OF ARTS (MALAYALAM)	

	BACHELOR OF ARTS (ENGLISH)	2021-22, academic session beginning November, 2021(revised from July, 2021) to 2025 - 26 (upto January, 2026 only)
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***Note:-** 1. The assessment sheet duly approved by Competent Authority has already been communicated to the Higher Educational Institution through UGC-DEB portal on 20/10/2020

(ii) **Open and Distance Learning Programmes Not Recommended:**

S. No.	Name of the ODL Programmes	Reason(s) for refusal
1	MASTERS OF BUSINESS ADMINISTRATION	Non submission of prior approval of regulatory authority.
2	MASTER OF SCIENCE (COMPUTER SCIENCE)	Documentary proof of Science programme being offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme under conventional mode atleast for seven years is not provided.
3	MASTER OF SCIENCE (MATHEMATICS)	
4	BACHELOR OF SCIENCE (COMPUTER SCIENCE)	
5	BACHELOR OF SCIENCE (MATHEMATICS)	
6	BACHELOR OF COMPUTER APPLICATIONS	

9. For the programmes recognized in 8(i) above, the Higher Educational Institution shall comply with all the provisions of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 while offering the programmes in Open and Distance Learning mode. Some specific provisions for compliance have been mentioned in **Annexure-1**.
10. For the programmes not recommended for recognition as per 8(ii) above, the Higher Educational Institution may prefer an appeal to the Commission within a period of 30 days from the date of uploading of Interface Meeting Sheet on UGC, DEB portal as per the provision at sub-regulation (1) of Regulations 6 of Part-II of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.
11. As stipulated under Sub-Regulation 7 of Regulations 5 of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020:

"No Higher Educational Institution shall offer any Open and Distance Learning Programme and/or Online Programme and admit learners thereto unless it has been granted recognition by the Commission and admission shall not be made in anticipation of the recognition".

12. In the event of any Higher Educational Institution found offering programmes in Open and Distance Learning mode and/or Online mode without recognition of the


Commission or in violation to any of the provisions of these regulations and g. or orders made there under, the Commission may take actions as per Regulation Part -II of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

Yours faithfully,

(Neethu S. Thulaseedharan)
Education Officer

Copy to:

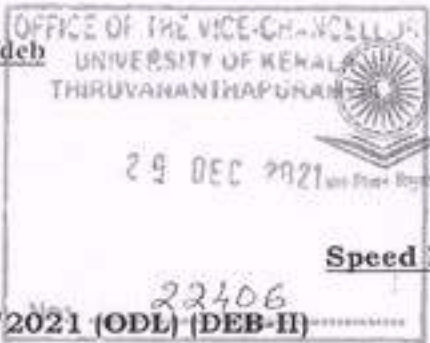
1. The Secretary, Higher Education, Government of Kerala, 3rd Floor Secretariat, Annex Statue, Thiruvananthapuram, Kerala with a request to ensure that HEI adheres to all the provisions of the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.
2. The Member Secretary, AICTE, Nelson Mandela Road, Vasant Kunj, New Delhi 110070.
3. The Joint Secretary (Open & Distance Learning), MoE, Govt. of India, Shastri Bhawan, New Delhi - 110 001
4. The Vice Chancellor, Kerala University, Senate House Campus, Palayam Thiruvananthapuram Kerala
5. The Joint Secretary, State University Bureau, UGC, Bahadur Shah Zafar Marg, New Delhi -110 002
6. Guard file.


(Sunil K. Pushkar)
Section Officer

Specific Provisions for Compliance

- 1) The Higher Educational Institution shall comply to all the terms and conditions mentioned in the Affidavit **29th July, 2021** duly notarized and signed by Dr. K.S. Anil Kumar, Registrar and Dr. R. Vasanthagopal, Director submitted to the Commission vide letter dated **03rd August, 2021**.
- 2) Intake capacity under Open and Distance Learning mode for a programme under science discipline
 - For Dual Mode University: Intake shall not be more than three times of the approved intake in conventional mode.
 - For Open University: Learning enrolment will commensurate with the capacity of the Learner Support Centres to provide lab facilities to the admitted learners.
- 3) The Higher Educational Institution shall scrupulously abide by all the terms and conditions of faculty and staff requirements for offering ODL/ Online programmes as mentioned in University Grants Commission Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.
- 4) The total deployment of work force and other support at study or Learner Support Centres in Open and Distance Learning mode shall be as mentioned in Regulations.
- 5) Higher Educational Institution shall conduct proctored examination as under:
 - For ODL Programmes: Examination through pen-paper or online or computer based testing within Territorial Jurisdiction, in the examination centre as condition laid down in Regulations.
 - For Online Programmes: Examinations either using technology enabled online test with all the security arrangements ensuring transparency and credibility of the examinations, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission
- 6) Higher Educational Institution offering programmes in Open and Distance Learning mode shall ensure that a Learner Support Centre is established as-per Regulations and it also fulfill following conditions as under:
 - Learner Support Centre defined under these regulations shall not be the Learner Support Centre for more than two Higher Educational Institutions at a time to offer programmes in ODL mode.
 - Private University established under the State Act shall be eligible to offer programmes under Open and Distance Learning mode through its Head Quarters; not through any Learner Support Centre.
 - Learner Support Centre will not be set up under a franchisee agreement in any case
- 7) Higher Educational Institution offering programme in ODL mode and Online mode shall prepare Self Learning Material as per **Annexure-VI** and **Annexure-VII** taking into consideration of the following:
 - At least 60 percent of Self Learning Materials shall be developed by the in-house faculty of the HEI
 - Remaining percent of the materials can be sourced from available resources such as other HEIs, Open Educational Resources (OER) and SWAYAM.
- 8) Higher Educational Institution shall adhere to the weightage for different components of assessments for Open and Distance Learning mode and Online mode as under:
 - Continuous or formative assessment (in semester): Maximum 30 per cent.
 - Summative assessment (end semester examination or term end examination): Minimum 70 per cent.
- 9) Based on the Regulatory Authority recommendations/approval, the maximum intake and other condition will be as per the Regulatory Authority recommendation/approval.


(Neethu S. Thulaseedharan)
 Education Officer



F.No. 40-14/2021 (ODL) (DEB-II).....

24 DEC 2021 December, 2021

To Admin
29/11/2021
The Registrar,
Kerala University
Senate House Campus,
Palayam Thiruvananthapuram
Kerala

R. Director
SDE

Sub:- Commission decision on the appeal submitted by the HEI under Regulation 6 of Part II of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 for offering programmes in Open and Distance Learning mode from academic year 2021-22, session beginning November, 2021 (revised from July, 2021 and onwards - regarding

Sir/Madam,

This is in continuation to the Commission Order of even number dated 12/11/2021 wherein the details of recognition status were communicated to **Kerala University, Kerala.**

2. As per the provisions under Regulation 6 of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, the Higher Educational Institution had been provided an opportunity to submit an appeal along with requisite fee and documentary evidence for the programmes not recognized as per the UGC letter cited in above para, if any, within 30 days from the date of the communication of assessment sheet as mentioned in the said UGC letter.
3. The appeal alongwith documents submitted by the **Kerala University, Kerala** have been placed before duly constituted Standing Appellate Committee in the virtual meeting held on **29/11/2021**. The Standing Appellate Committee based on the appeal submitted alongwith documentary evidences, interaction with HEIs representatives and the provisions of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020; made recommendations for consideration of the Competent Authority/Commission.
4. Based on the recommendations of Standing Appellate Committee and its approval by Competent Authority/Commission, I am directed to issue this Order, thereby communicating the decision, on the appeal submitted by HEI for offering programmes in **Open and Distance Learning mode** from academic year 2021-22 session beginning November, 2021 (revised from July, 2021) and onwards (for 5 years), by the **Kerala University, Kerala** as detailed in point no. 5 below. The assessment sheet duly approved by Competent Authority has already been

communicated to the Higher Educational Institution through UGC-DEB portal on 30/11/2021.

5. Programme-wise recognition status based on appeal (communicated to the HEI through UGC-DEB web portal on 30/11/2021):

(i) Reversal of earlier decision:

S. No.	Name of the ODL Programmes	Period of Recognition
1	MASTER OF SCIENCE (COMPUTER SCIENCE)	2021-22, academic session beginning November, 2021(revised from July, 2021) to 2025-26 (upto January, 2026 only)
2	MASTER OF SCIENCE (MATHEMATICS)	

Note: For Science Based programme, Intake in ODL programme shall be as per the point no.2 of **Annexure I**.

*maximum intake for science programme shall be three times of the approved intake in conventional mode.

(ii) Appeal disposed off for the following programme(s):

S. No.	Name of the ODL Programme	Reason(s)
1	BACHELOR OF SCIENCE (COMPUTER SCIENCE)	As University is proposing programmes through affiliated colleges only, which is prohibited as per Part VI Clause 26 of the UGC (ODL Programmes & OL Programmes) Regulations, 2020
2	BACHELOR OF SCIENCE (MATHEMATICS)	
3	BACHELOR OF COMPUTER APPLICATIONS	

6. For the programmes recognized in 5(i) above, the Higher Educational Institution shall comply with all the provisions of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 while offering the programmes in Open and Distance Learning mode. Some specific provisions for compliance have been mentioned in **Annexure-1**.

7. As stipulated under Sub-Regulation 7 of Regulations 5 of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020

"No Higher Educational Institution shall offer any Open and Distance Learning Programme and/or Online Programme and admit learners thereto unless it has been granted recognition by the Commission and admission shall not be made in anticipation of the recognition".

8. In the event of any Higher Educational Institution found offering programmes in Open and Distance Learning mode without recognition of the Commission or in violation to any of the provisions of these regulations and guidelines or orders

made there under, the Commission shall take actions as per Regulations 7 of Part-II of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.


9. The application stands closed and the HEI needs to apply afresh as and when UGC invites application for recognition of ODL programmes.
10. The decision of the Commission shall be final and binding on the Higher Educational Institution.

Yours faithfully,

(Neethu S. Thulaseedharan)
Education Officer

Copy to:

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


(Sunil K. Pushkar)
Section Officer

Centre for Internal Quality Assurance (2018-19)

Part - 1: Centre Details and Initiatives

1.1 Notification of Centre:

Date of the notification: 27-06-2018	Copy of the notification: View
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1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Head	Dr.P.P Ajayakumar	Professor	English	27-06-2018	09-11-2019
2	Member	Dr. Zeenath K.S	Professor	Mathematics	27-06-2018	09-11-2019
3	Member	Dr.Asha V.	Professor	Sociology	27-06-2018	09-11-2019
4	Member	Dr.A.M Unnikrishnan	Professor	Malayalam	27-06-2018	09-11-2019
5	Member	Dr.Lal C.A	Professor	English	27-06-2018	09-11-2019
6	Member	Dr.S.Ajitha	Assistant Professor	Public Administration	27-06-2018	09-11-2019
7	Member	Dr.S.Nazeeb	Assistant Professor	Malayalam	27-06-2018	09-11-2019
8	Member	Dr.R.Vasanthagopal	Professor	Commerce	27-06-2018	09-11-2019
9	Member	Dr.Sheeja S.R	Associate Professor	Economics	27-06-2018	09-11-2019
10	Member	Dr.Rajan T.K	Assistant Professor	Hindi	27-06-2018	09-11-2019
11	Member	Dr.Rose Mary George	Assistant Professor	Political Science	27-06-2018	09-11-2019

1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	1	CIQA Director	06-03-2019	06-03-2019	View
2	2	CIQA Director	30-05-2019	30-05-2019	View
3	3	CIQA Director	20-08-2018	20-08-2018	View
4	4	CIQA Director	22-11-2018	22-11-2018	View
5	5	CIQA Director	04-01-2019	04-01-2019	View

1.4 Details of actions taken based on Objectives and Functions of CIQA:

Sr No	Function	Action taken by HEI
1	Maintenance of Quality in the services provided to the learners	CIQA monitors the same
2	Continuous improvement	continuous improvement on the basis of student's feedback and opinion of experts
3	Identification of the key areas in which the HEI should maintain quality	SLM, PCP
4	Dissemination of information on quality assurance	through website and prospectus
5	Mechanisms for interaction and obtaining feedback	Feed back forms are collecting regularly
6	Measures for qualitative improvement	CIQA monitoring of SLM and PCP
7	Ensuring Implementation of its recommendations through regular monitoring	CIQA members implement it with the help of experts panel
8	Ensuring Participation of stakeholders	students feed backs are collected
9	Preparation of Programme Project Report and Information regarding any new programmes launched	BA Hindi and BBA
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	CIQA collects and analyses data

1.5 Quality Assurance:

Sr No	Objective	Yes/No	View
1	Whether the CIQA prepared a Programme Project Report for each programme as per norms and guidelines of the UGC?	Yes	View
2	Whether the Programme Project Report for each of the implemented programmes approved by the appropriate authority of the HEI; prior to its launch?	Yes	View
3	Whether a monitoring mechanism was put in place to ensure the proper implementation of Programme Project Reports?	Yes	View
4	Whether annual plans for quality enhancement were prepared and their implementation ensured?	Yes	View
5	Whether a mechanism was put into place to collect feedback from students and undertake its analysis and corrective actions thereof?	Yes	View
6	Has the CIQA organized workshops or seminars on quality related themes and Disseminated proceedings of such activities?	Yes	View
7	Whether all the learning centres were operationalized with prior approval of CIQA?	No	-
8	Whether the admission criteria and pass/fail criteria of ODL programmes is exactly identical to conventional programmes?	Yes	View
9	Whether the HEI has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the UGC(ODL) Regulations, 2017	Yes	View
10	Whether the details of faculty in School or Centre for Distance Education of the Higher Educational Institutions and in the Learner Support Centres are declared on the website of the HEI and linked to Aadhaar details or other Government identifiers, as per Regulations 9(5) of the UGC (ODL) Regulations, 2017 (Provide explicit link address also)	Yes	View

1.6 Describe the mechanism implemented to ensure that the quality of ODL programmes matches with the quality of relevant programmes in conventional mode:

SDE follows the same Scheme and Syllabus offered through the regular mode. Pattern of examinations are same for SDE students. Controller of Examinations, University of Kerala conducts examinations of SDE.

1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	Kariavattom campus, University of Kerala	01-09-2018	18000
2	University Institute of Technology (UIT), University of Kerala, Kollam	01-09-2018	12000

1.8 Mention the duration, credits and eligibility of programmes offered:

Sr No	Academic Session	Level	Name of Program	Duration	No. of Credits	Eligibility
1	July	PG	MASTER OF SCIENCE - COMPUTER SCIENCE	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
2	July	PG	MASTER OF SCIENCE - MATHEMATICS	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
3	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
4	July	PG	MASTER OF ARTS - PUBLIC ADMINISTRATION	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)

						http://ideku.net/home/SDEProspectus2019-20.pdf
5	July	PG	MASTER OF ARTS - ECONOMICS	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
6	July	PG	MASTER OF ARTS - ENGLISH	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
7	July	PG	MASTER OF ARTS - HINDI	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
8	July	PG	MASTER OF ARTS - HISTORY	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
9	July	PG	MASTER OF ARTS - MALAYALAM	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
10	July	PG	MASTER OF ARTS - SOCIOLOGY	2 Years	0	Eligibility for admission for various Post-

						Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
11	July	PG	MASTER OF LIBRARY AND INFORMATION SCIENCE	1 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
12	July	UG	BACHELOR OF SCIENCE - MATHEMATICS	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
13	July	UG	BACHELOR OF SCIENCE - COMPUTER SCIENCE	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
14	July	UG	BACHELOR OF COMMERCE	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
15	July	UG	BACHELOR OF COMPUTER APPLICATIONS	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
16	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
17	July	UG	BACHELOR OF ARTS - ECONOMICS	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
18	July	UG	BACHELOR OF ARTS - SOCIOLOGY	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
19	July	UG	BACHELOR OF	1 Years	0	Plus two or

			LIBRARY AND INFORMATION SCIENCE			equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
20	July	UG	BACHELOR OF ARTS - ENGLISH	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
21	July	UG	BACHELOR OF ARTS - HINDI	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
22	July	UG	BACHELOR OF ARTS - HISTORY	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
23	July	UG	BACHELOR OF ARTS - MALAYALAM	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
24	July	UG	BACHELOR OF ARTS - POLITICAL SCIENCE	3 Years	0	Plus two or equivalent (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
25	July	PG	MASTER OF BUSINESS ADMINISTRATION	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)
26	July	PG	MASTER OF COMMERCE - FINANCE	2 Years	0	Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time. (see more http://ideku.net/home/SDEProspectus2019-20.pdf)

1.9 Describe the details of in-semester and end semester assessments/examinations conducted with the actions taken to ensure sanctity of the examinations:

Sr	Objective	Yes/No
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No		
1	Whether examination centre centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students	Yes
2	Whether the number of examination centres in a city or State are proportionate to the student enrollment from the region	Yes
3	Whether building and grounds of the examination centre are clean and in good condition	Yes
4	Whether the examination centre have an examination hall with adequate seating capacity and basic amenities	Yes
5	Whether fire extinguishers are in working order, locations well marked and easily accessible. Further, are emergency exits clearly identified and clear of obstructions	Yes
6	Whether the examination centre provides adequate lighting, ventilation and comfortable seating. Further, is the safety and security of the examination centre ensured	Yes
7	Whether restrooms located in the same building as the examination centre, and restrooms are clean, supplied with necessary items, and in working order	Yes
8	Whether the provision of drinking water is made for learners	Yes
9	Whether adequate parking is available near the examination centre	Yes
10	Whether facilities for Persons with Disabilities are available	Yes

1.10 Total Students enrolled & fees during Academic Session 2018-19:

Sr No	Academic Session	Level	Name of Program	Number of students	Programme Fee (Rs.)
1	July	PG	MASTER OF SCIENCE - COMPUTER SCIENCE	92	12950
2	July	PG	MASTER OF SCIENCE - MATHEMATICS	291	11300
3	July	PG	MASTER OF ARTS - HINDI	79	9800
4	July	PG	MASTER OF ARTS - HISTORY	159	9800
5	July	PG	MASTER OF ARTS - MALAYALAM	247	9800
6	July	UG	BACHELOR OF COMMERCE	1742	13050
7	July	UG	BACHELOR OF COMPUTER APPLICATIONS	169	19250
8	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	74	9800
9	July	PG	MASTER OF ARTS - PUBLIC ADMINISTRATION	124	9800

10	July	PG	MASTER OF ARTS - ECONOMICS	152	9800
11	July	PG	MASTER OF ARTS - ENGLISH	409	10100
12	July	PG	MASTER OF ARTS - SOCIOLOGY	201	9800
13	July	PG	MASTER OF LIBRARY AND INFORMATION SCIENCE	10	9400
14	July	UG	BACHELOR OF SCIENCE - MATHEMATICS	78	14700
15	July	UG	BACHELOR OF SCIENCE - COMPUTER SCIENCE	122	19250
16	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	205	22250
17	July	UG	BACHELOR OF ARTS - ECONOMICS	75	14050
18	July	UG	BACHELOR OF ARTS - SOCIOLOGY	548	13050
19	July	UG	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	130	6950
20	July	UG	BACHELOR OF ARTS - ENGLISH	457	13050
21	July	UG	BACHELOR OF ARTS - HINDI	37	13050
22	July	UG	BACHELOR OF ARTS - HISTORY	529	13050
23	July	UG	BACHELOR OF ARTS - MALAYALAM	144	13050
24	July	UG	BACHELOR OF ARTS - POLITICAL SCIENCE	58	13050
25	July	PG	MASTER OF BUSINESS ADMINISTRATION	171	39700
26	July	PG	MASTER OF COMMERCE - FINANCE	1056	10400
			Total	7359	

Part - 2: Programme Recognition and Admission Details

2.1 Number of programmes recognized during Academic Session 2018-19:

Number of programmes recognized from July, 2018 academic session and a copy of the UGC recognition letter:

Number of programmes: 26

Copy of the UGC recognition letter: [View](#)

Number of programmes recognized from January, 2019 academic session and a copy of the UGC recognition letter:

Number of programmes: 26

Copy of the UGC recognition letter: [View](#)

2.2 Number of programmes started as per clause 1(v) of Regulation 8 of UGC(ODL) Regulations, 2017:

Sr No	Academic Session	Level	Name of Program	Duration	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authorities	UGC Recognition Letter No. and date	No. of Learning Support Centres Operationalized	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	July	UG	BACHELOR OF SCIENCE - MATHEMATICS	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	2	36	42	0	78
2	July	UG	BACHELOR OF SCIENCE - COMPUTER SCIENCE	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	66	56	0	122
3	July	UG	BACHELOR OF COMMERCE	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	3	851	760	0	1611
4	July	UG	BACHELOR OF COMPUTER APPLICATIONS	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	102	66	0	168
5	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	138	66	0	204
6	July	UG	BACHELOR OF ARTS - ECONOMICS	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	20	53	0	73
7	July	UG	BACHELOR OF ARTS - SOCIOLOGY	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	2	267	280	0	547
8	July	UG	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	1 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	33	54	0	87
9	July	UG	BACHELOR OF ARTS - ENGLISH	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	2	151	230	0	381
10	July	UG	BACHELOR OF ARTS - HINDI	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	4	21	0	25

11	July	UG	BACHELOR OF ARTS - HISTORY	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	2	232	228	0	460
12	July	UG	BACHELOR OF ARTS - MALAYALAM	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	2	38	77	0	115
13	July	UG	BACHELOR OF ARTS - POLITICAL SCIENCE	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	24	18	0	42
14	July	PG	MASTER OF BUSINESS ADMINISTRATION	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	0	0	0	0	0
15	July	PG	MASTER OF COMMERCE - FINANCE	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	96	75	0	171
16	July	PG	MASTER OF ARTS - MALAYALAM	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	37	124	0	161
17	July	PG	MASTER OF ARTS - HISTORY	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	2	22	92	0	114
18	July	PG	MASTER OF ARTS - SOCIOLOGY	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	49	114	0	163
19	July	PG	MASTER OF LIBRARY AND INFORMATION SCIENCE	1 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	1	7	0	8
20	July	PG	MASTER OF SCIENCE - COMPUTER SCIENCE	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	29	51	0	80
21	July	PG	MASTER OF SCIENCE - MATHEMATICS	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	36	235	0	271
22	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	0	0	0	0	0
23	July	PG	MASTER OF ARTS - PUBLIC ADMINISTRATION	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	32	54	0	86
24	July	PG	MASTER OF ARTS - ECONOMICS	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	14	106	0	120

25	July	PG	MASTER OF ARTS - ENGLISH	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	2	69	309	0	378
26	July	PG	MASTER OF ARTS - HINDI	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 &04.01.2017	1	8	56	0	64

2.3 LSC wise enrolment details:

1. Name of College/institute where LSC is established: 0			
Address of College/institute where LSC is established: 0			
Name of HEI to which College/institute is affiliated (where LSC is established): 0			
Whether the College/institute is private or Govt (where LSC is established): Government			
Coordinator Details: 0 (0) and Contact: 0			
Programmes offered: , BACHELOR OF SCIENCE - MATHEMATICS			
Total enrolled student: 0			
No. of Counsellors: 1			
Sr No	Counsellor Name	Qualification	Contact Details
1	DR. ZEENATH K. S.	MSc. PhD MATHS	9895018010

Part - 3: Results and Student Progression

Sr No	Academic Session	Level	Name of Programme	No. of students admitted	No. of students appeared in exams	No. of students progressed to next semester	% of students passed	% of students passed in first class
1	July	UG	BACHELOR OF SCIENCE - MATHEMATICS	78	76	76	46.05	NA
2	July	UG	BACHELOR OF SCIENCE - COMPUTER SCIENCE	122	105	105	20	NA
3	July	UG	BACHELOR OF COMPUTER APPLICATIONS	168	108	108	12.96	NA
4	July	UG	BACHELOR OF ARTS - HISTORY	460	299	299	13.04	NA
5	July	UG	BACHELOR OF ARTS - POLITICAL SCIENCE	42	35	35	8.57	NA
6	July	UG	BACHELOR OF ARTS - ENGLISH	381	327	327	21.08	NA

7	July	UG	BACHELOR OF ARTS - MALAYALAM	115	111	111	23.42	NA
8	July	UG	BACHELOR OF ARTS - ECONOMICS	73	72	72	19.51	NA
9	July	UG	BACHELOR OF ARTS - SOCIOLOGY	547	465	465	18.28	NA
10	July	UG	BACHELOR OF COMMERCE	1611	1587	1587	30.57	NA
11	July	UG	BACHELOR OF ARTS - HINDI	25	20	20	22.05	NA
12	July	UG	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	87	75	75	18.05	NA
13	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	204	198	198	45	NA
14	July	PG	MASTER OF ARTS - HISTORY	114	98	98	83.24	NA
15	July	PG	MASTER OF COMMERCE - FINANCE	171	153	153	62.87	NA
16	July	PG	MASTER OF ARTS - ENGLISH	378	303	303	70.3	NA
17	July	PG	MASTER OF ARTS - HINDI	64	54	54	88.75	NA
18	July	PG	MASTER OF SCIENCE - COMPUTER SCIENCE	80	76	76	35.98	NA
19	July	PG	MASTER OF ARTS - SOCIOLOGY	163	148	148	82.43	NA
20	July	PG	MASTER OF ARTS - ECONOMICS	120	114	114	45.78	NA
21	July	PG	MASTER OF ARTS - MALAYALAM	161	148	148	83.53	NA
22	July	PG	MASTER OF	86	83	83	44.58	NA

			ARTS - PUBLIC ADMINISTRATION					
23	July	PG	MASTER OF LIBRARY AND INFORMATION SCIENCE	8	7	7	43.5	NA
24	July	PG	MASTER OF SCIENCE - MATHEMATICS	271	98	98	50.57	NA

Part - 4.1: Compliance status of Regulations 7 of UGC(ODL) Regulations, 2017 – Self-regulation through disclosures, declarations and reports:

Sr No	Provision	Yes/No with explicit link address
1	Declaration by an authorized signatory has been displayed on HEI website authenticating that the documents from sr. no. '2' to '14' have been uploaded on the HEI website?	Yes www.ideku.net
2	The establishing Act and Statutes thereunder or the Memorandum of Association, as the case may be or both of the Higher Educational Institution, empowering it to offer programs in Open and Distance Learning mode	Yes
3	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes
4	Programme details including brochures or programme guides with information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure etc.	Yes
5	Programme-wise information on syllabus, suggested readings, contact points for counseling, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details, their working hours and counseling schedule etc.	Yes
6	Important schedules or date-sheets for admissions, registration, re-registration, counseling, assignments and feedback thereon, examinations, result declarations etc.	Yes
7	Detailed strategy plan related to On-line course delivery, if any including learning materials offered through On-line and learner assessment system and quality assurance practices of e-learning programmes	Yes
8	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes
9	Information regarding any new programmes launched and those proposed for the next two years	Yes
10	Data of year-wise or programme-wise student enrolment details and degrees or certificates or diplomas or post graduate diplomas awarded	Yes
11	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated, source of Self Learning Material, references of Self Learning Material, etc	Yes
12	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of 'on-line' interaction with learners providing hyperlink support	No
13	List of the 'Learner Support Centres' along with the number of students Period of the admission process along with the academic session and dates of the term end examinations	No
14	List of the 'Examination Centres' along with the number of students in each centre who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner	Yes

Part - 4.2: HEI shall mention the process followed for monitoring of Examination to ensure sancity of examinations, including the following:

- i) No. of examination centres inspected dusing conduct of exam.
- ii) No. of cases of unfair means reported.
- iii) Disciplinary action taken.
- iv) Detail of observer of the examination centres appointed by HEI and its reports.

i) All the examinations for SDE students are conducted by the Controller of Examinations, University of Kerala. Hence, the number of examination centers is also decided by the Controller of Examinations, from time to time according to the number of students registered for examination from the total number of students enrolled in SDE. ii) Four cases have been reported by the invigilators of from UG examinations. iii) For the reported cases, adalats were conducted by the University and the four students were debarred for one year. After one year they were allowed to write the exams. iii) The observers for the University Examinations are appointed by the Controller of Examinations. They regularly monitor the SDE examinations conducted in various centres as per the instructions of the University.

Part - 5: Compliance status of Academic and Infrastructural Requirements – As per Annexure - VI of UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Staffing norms and physical infrastructure exclusively/independently, as mentioned in the Annexure-VI of the Regulations. In addition, the faculty details shall be provided in the following format:

1. MASTER OF BUSINESS ADMINISTRATION					
Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.SHAJI B. (Assistant Professor)	Contractual	05/07/2017	Teaching: 180 Months Industrial: 180 Months	28000

2. MASTER OF SCIENCE - COMPUTER SCIENCE					
Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	KRISHNA S.S (ASSISTANT PROFESSOR)	Contractual	19/04/2017	Teaching: 72 Months Industrial: 72 Months	28000

3. MASTER OF SCIENCE - MATHEMATICS					
Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.K.S ZEENATH (PROFESSOR)	Regular	21/03/1998	Teaching: 408 Months Industrial: 408 Months	194410

4. MASTER OF ARTS - POLITICAL SCIENCE					
Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.ROSE MARY GEORGE (ASSISTANT PROFESSOR)	Regular	27/05/2013	Teaching: 132 Months Industrial: 132 Months	132

5. MASTER OF ARTS - PUBLIC ADMINISTRATION

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.S.AJITHA (ASSISTANT PROFESSOR)	Regular	27/12/2011	Teaching: 132 Months Industrial: 132 Months	132

6. MASTER OF ARTS - HINDI

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.RAJAN T K (ASSISTANT PROFESSOR)	Regular	27/05/2013	Teaching: 48 Months Industrial: 48 Months	74006

7. MASTER OF ARTS - HISTORY

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.VENUMOHAN S. (ASSISTANT PROFESSOR)	Regular	21/05/2014	Teaching: 108 Months Industrial: 108 Months	73849

8. MASTER OF ARTS - MALAYALAM

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.A.M UNNIKRISHNAN (PROFESSOR)	Regular	28/01/2011	Teaching: 380 Months Industrial: 380 Months	190467

9. MASTER OF ARTS - SOCIOLOGY

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.ASHA V. (PROFESSOR)	Regular	09/03/1995	Teaching: 264 Months Industrial: 264 Months	180746

10. MASTER OF LIBRARY AND INFORMATION SCIENCE

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. MOHANAKUMAR T (ASSISTANT PROFESSOR)	Contractual	06/09/2018	Teaching: 36 Months Industrial: 36 Months	28000

11. MASTER OF ARTS - ECONOMICS

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
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1	Dr.S.R SHEEJA (ASSOCIATE PROFESSOR)	Regular	29/01/2008	Teaching: 168 Months Industrial: 168 Months	121494
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12. BACHELOR OF ARTS - POLITICAL SCIENCE

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	ABY T SURESH (ASSISTANT PROFESSOR)	Contractual	21/01/2017	Teaching: 36 Months Industrial: 36 Months	28000

13. BACHELOR OF ARTS - MALAYALAM

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.SUJA S. (ASSISTANT PROFESSOR)	Regular	18/12/2013	Teaching: 108 Months Industrial: 108 Months	83356
2	Dr.S.NAZEEB (ASSISTANT PROFESSOR)	Regular	05/11/2012	Teaching: 72 Months Industrial: 72 Months	81273

14. BACHELOR OF ARTS - ENGLISH

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	ASHA ASOK (ASSISTANT PROFESSOR)	Contractual	01/09/2019	Teaching: 12 Months Industrial: 12 Months	28000

15. BACHELOR OF ARTS - HINDI

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.INDU K.V (ASSISTANT PROFESSOR)	Regular	27/05/2013	Teaching: 120 Months Industrial: 120 Months	86208
2	Dr.DEEPAK K.R (ASSISTANT PROFESSOR)	Regular	27/05/2013	Teaching: 120 Months Industrial: 120 Months	74006

16. MASTER OF ARTS - ENGLISH

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. LAL C.A (PROFESSOR)	Regular	03/08/2012	Teaching: 276 Months Industrial: 276 Months	174913
2	Dr.P.P AJAYAKUMAR (PROFESSOR)	Regular	08/12/1988	Teaching: 384 Months Industrial: 384 Months	194410

17. BACHELOR OF SCIENCE - MATHEMATICS

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
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1	Dr.K.KARUNAKARAN (ASSISTANT PROFESSOR)	Contractual	14/08/2017	Teaching: 384 Months Industrial: 384 Months	28000
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18. BACHELOR OF SCIENCE - COMPUTER SCIENCE

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	LIJI .I.H (Lecturer)	Contractual	26/10/2016	Teaching: 36 Months Industrial: 36 Months	25000

19. BACHELOR OF COMPUTER APPLICATIONS

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	NAJMA ABDUL KALAM (ASSISTANT PROFESSOR)	Contractual	26/10/2016	Teaching: 36 Months Industrial: 36 Months	25000

20. BACHELOR OF BUSINESS ADMINISTRATION

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr MUSHTAQ AHAMMED K (ASSISTANT PROFESSOR)	Regular	02/01/2013	Teaching: 120 Months Industrial: 120 Months	83703

21. BACHELOR OF ARTS - ECONOMICS

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	RUBSANA N BEEGUM (ASSISTANT PROFESSOR)	Contractual	16/10/2017	Teaching: 12 Months Industrial: 12 Months	28000

22. BACHELOR OF ARTS - SOCIOLOGY

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	MAYA S. (ASSISTANT PROFESSOR)	Contractual	04/05/2017	Teaching: 144 Months Industrial: 144 Months	28000

23. BACHELOR OF LIBRARY AND INFORMATION SCIENCE

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	DIVYA L.R (ASSISTANT PROFESSOR)	Contractual	23/03/2017	Teaching: 24 Months Industrial: 24 Months	28000

24. BACHELOR OF ARTS - HISTORY

Academic Session: July		Level: UG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.SHAJI A (ASSOCIATE PROFESSOR)	Regular	30/12/2014	Teaching: 240 Months Industrial: 240 Months	148848

25. BACHELOR OF COMMERCE					
Academic Session: July		Level: UG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.R.VASANTHAGOPAL (PROFESSOR)	Regular	02/01/2013	Teaching: 264 Months Industrial: 264 Months	170152
2	Dr.BALU B (ASSISTANT PROFESSOR)	Regular	02/01/2013	Teaching: 96 Months Industrial: 96 Months	83703

26. MASTER OF COMMERCE - FINANCE					
Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.K.S.SURESH KUMAR (PROFESSOR)	Regular	02/01/2013	Teaching: 240 Months Industrial: 240 Months	15152

27. BACHELOR OF ARTS - ENGLISH					
Academic Session: July		Level: UG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	ASHA ASOK (ASSISTANT PROFESSOR)	Contractual	26/09/2019	Teaching: 120 Months Industrial: 120 Months	28000

28. BACHELOR OF ARTS - HISTORY					
Academic Session: July		Level: UG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.SHAJI A (ASSOCIATE PROFESSOR)	Regular	30/12/2014	Teaching: 240 Months Industrial: 240 Months	148848

29. BACHELOR OF ARTS - POLITICAL SCIENCE					
Academic Session: July		Level: UG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	ABY T SURESH (ASSISTANT PROFESSOR)	Contractual	21/01/2017	Teaching: 36 Months Industrial: 36 Months	28000

30. BACHELOR OF ARTS - MALAYALAM					
Academic Session: July		Level: UG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.SUJA S	Regular	18/12/2013	Teaching: 120 Months	83356

	(ASSISTANT PROFESSOR)			Industrial: 120 Months	
2	Dr.S.NAZEEB (ASSISTANT PROFESSOR)	Regular	05/11/2012	Teaching: 96 Months Industrial: 96 Months	81273

31. BACHELOR OF ARTS - HINDI

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.INDU K.V (ASSISTANT PROFESSOR)	Regular	27/05/2013	Teaching: 120 Months Industrial: 120 Months	86208
2	Dr.DEEPAK K.R (ASSISTANT PROFESSOR)	Regular	27/05/2013	Teaching: 120 Months Industrial: 120 Months	74006

Part - 6: Compliance status of 'Quality Assurance Guidelines of Learning Material in Multiple Media, Curriculum and Pedagogy' – As per Annexure - VII of UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Learning material (Print Media), Audio-Video Material: Quality Standards, Online Material: Quality Standards, Computer-based material: Quality Standards and Curriculum and Pedagogy: Quality Standards, as mentioned in the Annexure-VII of the Regulations.

SDE provides Self Learning Material largely in the printed mode, though soft copies are sometimes made available to learners on request. The CIQA makes sure that the Self Learning Material related to all programmes are self-explanatory, self-contained, self-directed, self-motivating and self-evaluating, in compliance with the 'Quality Assurance Guidelines of Learning Material in Multiple Media, Curriculum and Pedagogy' – As per Annexure - VII of UGC(ODL) Regulations, 2017. It is ensured that they involve the learner actively through various experience-based activities and assignments, that the learners are given clear information about the structure of the programme and course, and that there are detailed learning directions for the learners to be self-directed for completion of studies. The content of Self Learning Material have been developed, as much as possible, with dialogue and personal system of writing method in order to ensure interactivity, and to encourage learners to apply new knowledge and skills. The learning objectives and outcomes are clearly stated. The content are divided into units and subunits for effective learning. Care is taken as much as possible to ensure that there are assignments and self-assessment questions at the end of each unit, that the learners are directed through problem solving activities as applicable to nature of the course. Sincere efforts are made to ensure that the Self Learning Material are developed in a consistent layout and format, including an overview of content and a unit structure at the beginning of each unit. Ample examples, relevant reference to prior learning, inclusion of national and international examples and case studies, where relevant, and the synchronising of content with learning objectives and outcome, are also insisted upon. Explanation of icons used in content, appropriate sequencing of material, explanation on technical, new, difficult terms or word and the inclusion of adequate suggested reading (both print and online), are ensured. The CIQA is committed to monitor the process of SLM creation and will strive to maintained the required standards continuously.

Part - 7: Compliance status of 'Guidelines on preparation of Self-learning Material' – As per Annexure - VIII of UGC (ODL) Regulations, 2017:

HEI shall mention the process followed to ensure that SLMs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

SDE prepares the Self Learning Material in strict compliance with the 'Guidelines on preparation of Self-learning Material' – As per Annexure - VIII of UGC (ODL) Regulations, 2017. The materials are provided in print, and they are prepared by the teachers of SDE and experts from approved panels. The editing is done by the various programme coordinators and they monitor the process from drafting to printing. The CIQA ensures that SLMs are planned keeping in mind the backgrounds of learner, learning needs, learning experiences and adapted for flexible learning. The SLMs are structured to emphasis more on the processes of learning, ensuring learning objectives, assessment of prior knowledge, learning activities, feedback of learning activities, examples and illustrations, self-assessment tests, summaries and key points, and study tips. The learning material are developed with the constructivist approach, laying emphasis on real-world tasks, with provision for learners' choice, with the inclusion of case studies, collaborative learning tasks, opportunities for observing others and self-evaluation. The Self Learning Material are produced entirely within SDE with the help of external experts and printed in the Kerala University Press. Though we meet the students during the Personal Contact Programmes, which have 10 contact days of 6 hours each per semester for UG Programmes and 15 contact days of 6 hours each for PG Programmes, we understand that the learners need to be made largely self-reliant in their studies. The study materials are prepared keeping mind that the learners have the opportunity to take the decisions at different points during the learning path the following key points are kept in mind during the planning and preparation of learning material - (a) Learner Profile, (b) Background of the learners and (c) Learning Objectives and Outcome. Grouping of Learning Material: An introductory booklet describing the programme, content and objectives of different courses, syllabus, and other guidelines are provided for each programme, which serve as a Student's Handbook. Model Question papers are included in the SLM of each course and a question bank is made available online. Detailed guidelines related to preparation and submission of assignments and projects are updated from time to time in the SDE website. The SLMs are prepared and printed following the "Standards of Self Learning Material (SLM) in Print Form" laid down in the 'Guidelines on preparation of Self-learning Material' – As per Annexure - VIII of UGC (ODL) Regulations, 2017

Part - 8: Compliance status of 'Guidelines on Programme Project Report' – As per Annexure - IX of UGC(ODL) Regulations, 2017:

HEI shall mention the process followed to ensure that PPRs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

i) All the examinations for SDE students are conducted by the Controller of Examinations, University of Kerala. Hence, the number of examination centers is also decided by the Controller of Examinations, from time to time according to the number of students registered for examination from the total number of students enrolled in SDE. ii) Four cases have been reported by the invigilators of UG examinations. iii) For the reported cases, adalats were conducted by the University and the four students were debarred for one year. After one year they were allowed to write the exams. iii) The observers for the University Examinations are appointed by the Controller of Examinations. They regularly monitor the SDE examinations conducted in various centres as per the instructions of the University.

Part - 9: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

HEI shall mention the process followed for identification of LSCs and the agreement terms for providing support to the learners thereby ensuring compliance to the LSCs provisions of the Regulations. The explicit details of approval by its Statutory Authorities/CIQA shall also be mentioned.

At present the School of Distance Education does not have Learner Support Centres. But SDE is conducting PCP in its Head Quarters at Thiruvananthapuram and its two Sub-centres at Kariavattom Campus and Kollam.

Part - 10: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

HEI shall mention the mechanism put into place along with brief details of grievances received and actions taken thereof. Also mention that how the learners have been made aware about this mechanism.

The University of Kerala has a Grievance Redressal System and Procedure which is published on its portal, update from time to time. There is an online facility for submitting grievances and track their status, and a faculty member given charge for the same. The Higher Educational Institution regularly monitors, assesses and reviews the effectiveness of its Grievance Redressal Procedures. In addition to this, the School of Distance Education has its own Grievance Redressal Mechanism, with a Cell dedicated for the purpose. The students have access to respective Programme Coordinators who resolve most of the grievances on a basic level. Any complaint that is received by the Director is passed on to the teacher in charge of the Grievance Redressal Cell, who takes remedial steps in consultation with other staff members and respective programme coordinators. Recurrent complaints are taken up in the Department Council meetings and long term remedies discussed.

Part - 11: Compliance status of 'Evaluation and Certification' – As per Regulations 13 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	There shall be home assignments, students' response sheets, contact programmes and semester or year-end examination, and the marks or grades obtained in home assignment and response sheets shall be shown separately in the grade card	Yes
2	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner	Yes
3	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre approved by the Higher Educational Institution	Yes
4	The evaluation shall include two types of assessments continuous or formative assessment in the form of assignments, and summative assessment in the form of end semester examination or term end examination: Provided that no	Yes

	semester or year-end examination shall be held in a subject unless the Higher Educational Institution is satisfied that at least 75% of the programme of study stipulated for the semester or year have been actually conducted: Provided further that the weightage for "Term End Examination" shall not be less than 70%.	
5	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes
6	The Examination Centre shall be located in Government schools such as Navodaya Vidyalaya, Kendriya Vidyalaya, Sainik school etc. including approved affiliated colleges under the University system in the country and no Examination Centres shall be allotted to any private organizations or unapproved Higher Educational Institutions	Yes
7	The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution.	Yes
8	The attendance of examinees shall be authenticated through biometric system as per Unique Identification Authority of India (UIDAI) records or Unique Identification Number (UIN), issued by the University.	Yes
9	There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and it shall be mandatory to have observer report submitted to the Higher Educational Institution.	Yes
10	The Higher Educational Institution shall make a mention in the mark sheet and degree about the mode of delivery i.e. Open and Distance Learning and the photograph and the Unique Identification or Aadhaar number of the learner shall be mandatorily mentioned in all the documents issued by the Higher Educational Institution to the learner.	Yes
11	It shall be mandatory for the Higher Educational Institution to mention 'Date of Admission' and 'Date of Completion' on each of the certificates (in semester or end of the semester or end of the programme or course) issued by it.	Yes

Part - 12: Compliance status of 'Admissions and Fees' – As per Regulations 12 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges - as may be fixed by it and declared by it in the prospectus for admission, and on the website of the institution; with a proper receipt in writing issued for such payment to the concerned student admitted in such Higher Educational Institutions; only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
2	It shall be mandatory for the Higher Educational Institutions to upload the details of all kind of payment or fee paid by the students on the website of the institution	Yes
3	The fee waiver for Scheduled Caste, Scheduled Tribe and Persons with Disabilities category of students shall be in accordance with the instructions or orders issued by Central Government or State Government	Yes
4	Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the headquarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of students: Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	Yes
5	The 'Every Higher Educational Institution shall – record Aadhaar details or other Government identifiers of learner; maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; exhibit such records on its website The Commission in its 543rd Meeting has decided that Aadhar details of learners should not be exhibited on the public domain. This is for information and compliance by the HEIs.	Yes
6	Every Higher Educational Institution shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '7' to '17' below	Yes

7	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning, and the other terms and conditions of such payment	Yes
8	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
9	The number of seats approved in respect of each course or programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes
10	The conditions of eligibility including the minimum age of a learner in a particular course of programme of study, where so specified by the Higher Educational Institution	Yes
11	The minimum educational qualifications required for admission in programme(s) specified by the relevant statutory authority or body, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
12	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test	Yes
13	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or part time or visiting or contractual basis	Yes
14	Pay and other emoluments payable for each category of teachers and other employees	Yes
15	Information in regard to physical and academic infrastructure and other facilities, including that of each of the Learner Support Centres and in particular the facilities accessible by learners on being admitted to the institution	Yes
16	Broad outline of the syllabus specified by the appropriate statutory body or by Higher Educational Institution, as the case may be, for every course or programme of study	Yes
17	Activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session and the details of July cycle and January cycle shall be notified separately	Yes
18	Display of information as at sr. no. '7' to '17' above to be displayed on HEI website (Please provide explicit link address for each)	Yes
19	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a course or programme of study conducted by it	Yes
20	No Higher Educational Institution shall, issue or publish- any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised; or any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorized to issue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading	Yes
21	On being granted recognition under clause (i) of sub-regulation (4) of regulation 3, a Higher Educational Institution shall admit students to its approved programmes only from the academic session specified in the recognition order	Yes

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL) Regulations, 2017 and its amendments.

Signature of the Director:

Signature of the Registrar:



Name of the Director:

Dr.R.VASANTHAGOPAL

Seal of the Director:



Date of the Director:

11-11-2019



Name of the Registrar:

PROF.(DR.)C.R PRASAD

Seal of the Registrar:



Date of the Registrar:

11-11-2019

Centre for Internal Quality Assurance (2019-20)

Part - 1: Centre Details and Initiatives

1.1 Notification of Centre:

Date of the notification: 27-06-2018

Copy of the notification: [View](#)

1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Member	Dr. Asha V	Professor	Sociology	15-06-2020	15-07-2021
2	Member	Dr. A.M Unnikrishnan	Professor	Malayalam	15-06-2020	15-07-2021
3	Member	Dr.S.Nazeeb	Assistant Professor	Malayalam	15-06-2020	15-07-2021
4	Member	Dr.Indu K.V	Assistant Professor	Hindi	15-06-2020	15-07-2021
5	Member	Dr.Rose Mary George	Assistant Professor	Political Science	15-06-2020	15-07-2021
6	Member	Assistant Registrar	Assistant Registrar	SDE	15-06-2020	15-07-2021
7	Head	Dr.Lal C A	Professor	English	15-06-2020	15-07-2021
8	Member	Dr.R Vasanthagopal	Professor	Commerce	15-06-2020	15-07-2021
9	Member	Dr.K.S Suresh Kumar	Professor	Commerce	15-06-2020	15-07-2021
10	Member	Dr.S.R Sheeja	Professor	Economics	15-06-2020	15-07-2021
11	Member	Dr. S Venu Mohan	Assistant Professor	History	15-06-2020	15-07-2021
12	Member	Deputy Registrar	Deputy Registrar	SDE	15-06-2020	15-07-2021

1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	An LMS for SDE,Publishing the proceedings of the National Seminar on Quality Models ODL	CIQA Director	23-07-2019	23-07-2019	View
2	Assuring quality of online classes,Online student feedback	CIQA Director	17-02-2021	17-02-2021	View
3	Annual plans for quality enhancement,Upgrading facilities for SDE in	CIQA Director	15-01-2020	15-01-2020	View

	the new premises				
4	Conducting online classes due to Covid 19 outbreak	CIQA Director	16-06-2020	16-06-2020	View

1.4 Details of actions taken based on Objectives and Functions of CIQA:

Sr No	Function	Action taken by HEI
1	Maintenance of Quality in the services provided to the learners	CIQA monitors the same
2	Continuous improvement	Continuous improvement on the basis of student's feedback and opinion of experts
3	Identification of the key areas in which the HEI should maintain quality	SLM, PCP
4	Dissemination of information on quality assurance	Through website and prospectus
5	Mechanisms for interaction and obtaining feedback	Feedback forms are collecting regularly
6	Measures for qualitative improvement	CIQA monitoring of SLM and PCP
7	Ensuring Implementation of its recommendations through regular monitoring	CIQA members implement it with the help of experts panel
8	Ensuring Participation of stakeholders	Students feed backs are collected
9	Preparation of Programme Project Report and Information regarding any new programmes launched	Nil
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	CIQA collects and analyses data

1.5 Quality Assurance:

Sr No	Objective	Yes/No	View
1	Whether the CIQA prepared a Programme Project Report for each programme as per norms and guidelines of the UGC?	Yes	View
2	Whether the Programme Project Report for each of the implemented programmes approved by the appropriate authority of the HEI; prior to its launch?	Yes	View
3	Whether a monitoring mechanism was put in place to ensure the proper implementation of Programme Project Reports?	Yes	View
4	Whether annual plans for quality enhancement were prepared and their implementation ensured?	Yes	View
5	Whether a mechanism was put into place to collect feedback from students and undertake its analysis and corrective actions thereof?	Yes	View
6	Has the CIQA organized workshops or seminars on quality related themes and Disseminated proceedings of such activities?	Yes	View
7	Whether all the learning centres were operationalized with prior approval of CIQA?	No	-
8	Whether the admission criteria and pass/fail criteria of ODL programmes is exactly identical to conventional programmes?	Yes	View
9	Whether the HEI has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the	Yes	View

	UGC(ODL) Regulations, 2017		
10	Whether the details of faculty in School or Centre for Distance Education of the Higher Educational Institutions and in the Learner Support Centres are declared on the website of the HEI and linked to Aadhaar details or other Government identifiers, as per Regulations 9(5) of the UGC (ODL) Regulations, 2017 (Provide explicit link address also)	Yes	View

1.6 Describe the mechanism implemented to ensure that the quality of ODL programmes matches with the quality of relevant programmes in conventional mode:

SDE follows the same Scheme and Syllabus offered through the regular mode. Pattern of examinations are same for SDE students. Controller of Examinations, University of Kerala conducts examinations of SDE

1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	Kerala University Institute of Technology, Kollam	01-09-2018	1000
2	Kerala University B.Ed Centre Kollam	01-09-2018	2200

1.8 Mention the duration, credits and eligibility of programmes offered:

Sr No	Academic Session	Level	Name of Program	Duration	No. of Credits	Eligibility
1	July	UG	BACHELOR OF ARTS (SOCIOLOGY)	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto
2	July	PG	MASTER OF ARTS (POLITICAL SCIENCE)	2 Years	180	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 6 CCPA(S) out of 10

						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. But the proportion of Engineering and Science graduates admitted should not exceed 10% of the total seats. A weightage of 100 marks be given to the candidates who have studied Political Science as Core Course
3	July	PG	MASTER OF ARTS (ENGLISH)	2 Years	180	B. A. English as Core Course securing not less than 4.5CCPA(S) * out of 10 or Graduation in any programme in the Faculties of Arts, Social Sciences, Science, Oriental Studies and Fine Arts securing not less than 5 CCPA out of 10 for English Language Courses (common courses)/B.A English and Communicative English/B.A English Language and Literature under CBCS System. For Non-English degree holders, the maximum credits that can be earned in English Language Course should be at least of 19 Credits to acquire eligibility for admission. A weightage of 5% which would translate to a maximum of 40 marks will be given to the students of BA English (Honours) Programme of Govt. College for women, Tvpm.

4	July	PG	MASTER OF COMMERCE (FINANCE)	2 Years	180	Commerce as Core Course with not less than 4.5 CCPA(S) * out of 10 /BCom Computer Application/ B.Com. Tourism and Travel Management (Career Related/Vocational / Restructured)/B. Com. Tax Procedure and Practices (Career Related/ Vocational/ Restructured)/ B.Com Actuarial Science (Vocational)/ B.Com Office Management and Secretarial Practice/B.Com Hotel Management and Catering (Career Related/ Restructured). BBA/BBS/BBM graduates are also eligible.
5	July	PG	MASTER OF LIBRARY AND INFORMATION SCIENCE	1 Year	112	Bachelors degree in Library and Information Science of the University of Kerala, or BLISc degree of any other University recognised as equivalent thereto.
6	July	PG	MASTER OF BUSINESS ADMINISTRATION	2 Years	83	Candidates seeking admission to the MBA 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/OBC students shall be given relaxation as per University rules, However, those candidates having more than 5 years supervisory

						experience will be given concession of 3% in their qualifying marks
7	July	UG	BACHELOR OF ARTS (HINDI)	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.
8	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	120	A Pass in Higher Secondary Examination or equivalent there to with not less than 45% marks in aggregate. SC/ST/OBC and other eligible communities shall be given relaxation as per the University rules.
9	July	UG	BACHELOR OF COMMERCE	3 Years	120	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 atleast 45% of the aggregate marks.
10	July	PG	MASTER OF ARTS (ECONOMICS)	2 Years	180	Graduation in Economics, Mathematics or Statistics with not less than 4.5 CCPA(S) *
11	July	PG	MASTER OF ARTS (HINDI)	2 Years	180	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 of 10 for additional language course/B.A Functional Hindi (Vocational)
12	July	UG	BACHELOR OF ARTS (ECONOMICS)	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto

13	July	UG	BACHELOR OF ARTS (ENGLISH)	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto
14	July	UG	BACHELOR OF ARTS (HISTORY)	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto
15	July	UG	BACHELOR OF ARTS (POLITICAL SCIENCE)	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto
16	July	UG	BACHELOR OF ARTS (MALAYALAM)	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto
17	July	UG	BACHELOR OF COMPUTER APPLICATIONS	3 Years	120	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto with Mathematics as one of the optional subject.
18	July	UG	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	1 Year	32	A pass in Bachelor's degree of the University of Kerala with not less than 40% Marks, or a degree of any other university recognized as equivalent thereto with not less than 40% marks. Candidates belonging to scheduled caste scheduled tribes and other backward communities will be eligible for concession of 5% and 3% respectively.
19	July	UG	BACHELOR OF SCIENCE (COMPUTER SCIENCE)	3 Years	120	A pass in Higher Secondary or any other examination recognized as equivalent thereto

						by the University of Kerala with Mathematics as one of the optional subjects.
20	July	UG	BACHELOR OF SCIENCE (MATHEMATICS)	3 Years	120	A Pass in Higher Secondary Examination of the state or an Examination accepted by the University as equivalent thereto with Mathematics as one of the subjects under science group.
21	July	PG	MASTER OF ARTS (PUBLIC ADMINISTRATION)	2 Years	180	Bachelor's Degree in any branch of Science, Social Science or Bachelors Degree (irrespective of Faculty) recognized by the University of Kerala/ B.A Communicative English (Vocational). The minimum grade point for admission to M.A. Degree Course in Public Administration is 4.5 CCPA(S) * out of 10 as that of all other subjects under the Faculty of Social Sciences.
22	July	PG	MASTER OF ARTS (HISTORY)	2 Years	180	Graduation in any subject in the Faculty of Social Sciences or Graduation in the Faculty of Arts with English language and Literature as the Core Course securing not less than 4.5 CCPA(S) * out of 10.
23	July	PG	MASTER OF ARTS (MALAYALAM)	2 Years	180	B.A. with Malayalam as Core Course securing not less than 4.5 CCPA(S) * out of 10 or B.A./B.Sc. with Malayalam as additional language Course securing not less than 5 CCPA out of 10 for additional language course/ B.A Malayalam and Mass Communication (Career related/Restructured)

24	July	PG	MASTER OF ARTS (SOCIOLOGY)	2 Years	180	Graduates in any subject irrespective of the faculty with not less than 4.5 CCPA(S)* out of 10 in Part III optional Main subject concerned and 5 CCPA(S)* out of 10 for students of Natural Science and Professional Courses.(U.O.No. Ac.All/ 3/65/ 2018 dated 01.08.2018)
25	July	PG	MASTER OF SCIENCE (COMPUTER SCIENCE)	2 Years	180	Candidates for admission to PG Programme in Computer Science should have passed a Degree course with minimum 3 years duration after 10+2 in Computer Science/ Computer Application/ Electronics as Core subject or an equivalent Degree with not less than 5 CCPA(S) out of 10 Or Any Science Degree with minimum three years duration after 10+2 with not less than 5 CCPA(S) out of 10 with Computer Science/ Computer Application as one of the Main/ Subsidiary/ Core subject. (UO No. AcAIV/2/ 53-MSc CS/2017 dated 23.10.2017). For SEBC and Physically handicapped candidates a minimum of 4.5 CCPA(S) and for SC/ST candidates a minimum pass in the Degree Examination is sufficient. (U.O.No.Ac.AIV/ 3/51406/ Eligibility /2014, dated 18.06.2014)
26	July	PG	MASTER OF SCIENCE (MATHEMATICS)	2 Years	180	B.Sc. with Mathematics or Statistics as Core Course securing not less than 5.5 CCPA(S) * out of 10 / B.Sc. Optical Instrumentation (Vocational), Instrumentation (Vocational), Industrial

						Chemistry (Vocational) / Electrical Equipment Maintenance (Vocational), Computer Applications(Career Related/Vocational).
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1.9 Describe the details of in-semester and end semester assessments/examinations conducted with the actions taken to ensure sanctity of the examinations:

Sr No	Objective	Yes/No
1	Whether examination centre centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students	Yes
2	Whether the number of examination centres in a city or State are proportionate to the student enrollment from the region	Yes
3	Whether building and grounds of the examination centre are clean and in good condition	Yes
4	Whether the examination centre have an examination hall with adequate seating capacity and basic amenities	Yes
5	Whether fire extinguishers are in working order, locations well marked and easily accessible. Further, are emergency exits clearly identified and clear of obstructions	Yes
6	Whether the examination centre provides adequate lighting, ventilation and comfortable seating. Further, is the safety and security of the examination centre ensured	Yes
7	Whether restrooms located in the same building as the examination centre, and restrooms are clean, supplied with necessary items, and in working order	Yes
8	Whether the provision of drinking water is made for learners	Yes
9	Whether adequate parking is available near the examination centre	Yes
10	Whether facilities for Persons with Disabilities are available	Yes

1.10 Total Students enrolled and fees during Academic Session 2019-20:

Sr No	Academic Session	Level	Name of Program	Number of students	Programme Fee (Rs.)
1	July	UG	BACHELOR OF SCIENCE (COMPUTER SCIENCE)	123	17705
2	July	UG	BACHELOR OF SCIENCE (MATHEMATICS)	190	16075
3	July	PG	MASTER OF ARTS (PUBLIC ADMINISTRATION)	167	10725

4	July	PG	MASTER OF ARTS (ECONOMICS)	244	10725
5	July	PG	MASTER OF ARTS (HISTORY)	209	10725
6	July	PG	MASTER OF ARTS (MALAYALAM)	247	10725
7	July	UG	BACHELOR OF ARTS (ECONOMICS)	90	15285
8	July	UG	BACHELOR OF ARTS (ENGLISH)	535	14235
9	July	UG	BACHELOR OF ARTS (POLITICAL SCIENCE)	84	14235
10	July	UG	BACHELOR OF ARTS (SOCIOLOGY)	874	14235
11	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	248	24005
12	July	UG	BACHELOR OF COMMERCE	1359	13975
13	July	UG	BACHELOR OF COMPUTER APPLICATIONS	190	19020
14	July	UG	BACHELOR OF ARTS (HINDI)	37	14235
15	July	UG	BACHELOR OF ARTS (HISTORY)	584	14235
16	July	UG	BACHELOR OF ARTS (MALAYALAM)	209	14235
17	July	UG	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	187	6670
18	July	PG	MASTER OF ARTS (POLITICAL SCIENCE)	100	10725
19	July	PG	MASTER OF ARTS (SOCIOLOGY)	283	10725
20	July	PG	MASTER OF COMMERCE (FINANCE)	1281	11355
21	July	PG	MASTER OF LIBRARY AND INFORMATION SCIENCE	6	10195
22	July	PG	MASTER OF SCIENCE (COMPUTER SCIENCE)	100	14190
23	July	PG	MASTER OF SCIENCE (MATHEMATICS)	378	12300
24	July	PG	MASTER OF BUSINESS ADMINISTRATION	313	41595

25	July	PG	MASTER OF ARTS (ENGLISH)	545	10725
26	July	PG	MASTER OF ARTS (HINDI)	127	10725
			Total	8710	

Part - 2: Programme Recognition and Admission Details

2.1 Number of programmes recognized during Academic Session 2019-20:

Number of programmes recognized from July, 2019 academic session and a copy of the UGC recognition letter:	
Number of programmes: 26	Copy of the UGC recognition letter: View
Number of programmes recognized from January, 2020 academic session and a copy of the UGC recognition letter:	
Number of programmes: 1	Copy of the UGC recognition letter: View

2.2 Number of programmes started as per clause 1(v) of Regulation 8 of UGC(ODL) Regulations, 2017:

Sr No	Academic Session	Level	Name of Program	Duration	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authorities	UGC Recognition Letter No. and date	No. of Learning Support Centres Operationalized	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	July	PG	MASTER OF LIBRARY AND INFORMATION SCIENCE	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 and 04.01.2017	1	1	5	0	6
2	July	PG	MASTER OF SCIENCE (COMPUTER SCIENCE)	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 and 04.01.2017	1	41	59	0	100
3	July	PG	MASTER OF SCIENCE (MATHEMATICS)	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 and 04.01.2017	1	60	316	0	376
4	July	PG	MASTER OF BUSINESS ADMINISTRATION	2 Years	14-06-2018	F.No.ugc/de b/uk/thprm/kr l/2016 and 04.01.2017	0	156	156	0	512
5	July	UG	BACHELOR OF ARTS (HISTORY)	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 and 04.01.2017	2	261	323	0	584
6	July	UG	BACHELOR OF ARTS (MALAYALAM)	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 and 04.01.2017	2	60	149	0	209
7	July	UG	BACHELOR OF ARTS (POLITICAL SCIENCE)	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 and 04.01.2017	1	44	40	0	84

8	July	UG	BACHELOR OF ARTS (SOCIOLOGY)	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 and 04.01.2017	2	364	510	0	874
9	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 and 04.01.2017	1	166	83	0	249
10	July	UG	BACHELOR OF COMMERCE	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 and 04.01.2017	3	680	671	0	1351
11	July	UG	BACHELOR OF COMPUTER APPLICATIONS	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 and 04.01.2017	1	133	58	0	191
12	July	UG	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	1 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 and 04.01.2017	1	57	131	0	188
13	July	UG	BACHELOR OF SCIENCE (COMPUTER SCIENCE)	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 and 04.01.2017	1	78	46	0	124
14	July	UG	BACHELOR OF SCIENCE (MATHEMATICS)	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 and 04.01.2017	1	21	36	0	57
15	July	PG	MASTER OF ARTS (POLITICAL SCIENCE)	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 and 04.01.2017	0	26	72	0	98
16	July	PG	MASTER OF ARTS (PUBLIC ADMINISTRATION)	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 and 04.01.2017	1	71	95	0	166
17	July	PG	MASTER OF ARTS (ECONOMICS)	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 and 04.01.2017	1	28	217	0	245
18	July	PG	MASTER OF ARTS (ENGLISH)	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 and 04.01.2017	2	89	456	0	545
19	July	PG	MASTER OF ARTS (HINDI)	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 and 04.01.2017	1	10	117	0	127
20	July	PG	MASTER OF ARTS (HISTORY)	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr l/2016 and 04.01.2017	1	47	162	0	209
21	July	PG	MASTER OF ARTS	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr	1	61	186	0	247

			(MALAYALAM)			I/2016 and 04.01.2017					
22	July	PG	MASTER OF ARTS (SOCIOLOGY)	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr I/2016 and 04.01.2017	1	64	218	0	282
23	July	PG	MASTER OF COMMERCE (FINANCE)	2 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr I/2016 and 04.01.2017	2	292	984	0	1276
24	July	UG	BACHELOR OF ARTS (ECONOMICS)	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr I/2016 and 04.01.2017	1	34	56	0	90
25	July	UG	BACHELOR OF ARTS (ENGLISH)	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr I/2016 and 04.01.2017	2	236	316	0	552
26	July	UG	BACHELOR OF ARTS (HINDI)	3 Years	26-10-2017	F.No.ugc/de b/uk/thprm/kr I/2016 and 04.01.2017	1	8	29	0	37

2.3 LSC wise enrolment details:

1. Name of College/institute where LSC is established: Kerala University Institute of Technology, Kollam			
Address of College/institute where LSC is established: Kollam			
Name of HEI to which College/institute is affiliated (where LSC is established): University of Kerala			
Whether the College/institute is private or Govt (where LSC is established): Government			
Coordinator Details: Dr.S.Nazeeb (MA,PhD) and Contact: 9447722346			
Programmes offered: BACHELOR OF COMMERCE , MASTER OF ARTS (SOCIOLOGY)			
Total enrolled student: 1200			
No. of Counsellors: 3			
Sr No	Counsellor Name	Qualification	Contact Details
1	Maya	MA	9539968536
2	Dr.Joy V.S	M.Com,PhD	9447218998
3	Dr.Rajasree	M.Com,PhD	9747050586

Part - 3: Results and Student Progression

Sr No	Academic Session	Level	Name of Programme	No. of students admitted	No. of students appeared in exams	No. of students progressed to next semester	% of students passed	% of students passed in first class
1	July	UG	BACHELOR OF ARTS (ECONOMICS)	90	0	0	0	0
2	July	UG	BACHELOR OF ARTS (ENGLISH)	552	0	0	0	0

3	July	UG	BACHELOR OF ARTS (HINDI)	37	0	0	0	0
4	July	UG	BACHELOR OF ARTS (HISTORY)	584	0	0	0	0
5	July	UG	BACHELOR OF ARTS (MALAYALAM)	209	0	0	0	0
6	July	UG	BACHELOR OF ARTS (POLITICAL SCIENCE)	84	0	0	0	0
7	July	UG	BACHELOR OF ARTS (SOCIOLOGY)	874	0	0	0	0
8	July	UG	BACHELOR OF BUSINESS ADMINISTRATION	249	0	0	0	0
9	July	UG	BACHELOR OF COMMERCE	1351	0	0	0	0
10	July	UG	BACHELOR OF COMPUTER APPLICATIONS	191	0	0	0	0
11	July	UG	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	188	0	0	0	0
12	July	PG	MASTER OF ARTS (ENGLISH)	545	0	0	0	0
13	July	PG	MASTER OF ARTS (SOCIOLOGY)	282	0	0	0	0
14	July	PG	MASTER OF COMMERCE (FINANCE)	1276	0	0	0	0
15	July	PG	MASTER OF LIBRARY AND INFORMATION SCIENCE	6	0	0	0	0
16	July	PG	MASTER OF SCIENCE (COMPUTER SCIENCE)	100	0	0	0	0
17	July	PG	MASTER OF ARTS	247	0	0	0	0

			(MALAYALAM)					
18	July	PG	MASTER OF ARTS (HINDI)	127	0	0	0	0
19	July	PG	MASTER OF ARTS (HISTORY)	209	0	0	0	0
20	July	UG	BACHELOR OF SCIENCE (COMPUTER SCIENCE)	124	0	0	0	0
21	July	UG	BACHELOR OF SCIENCE (MATHEMATICS)	57	0	0	0	0
22	July	PG	MASTER OF ARTS (POLITICAL SCIENCE)	100	0	0	0	0
23	July	PG	MASTER OF ARTS (PUBLIC ADMINISTRATION)	166	0	0	0	0
24	July	PG	MASTER OF ARTS (ECONOMICS)	245	0	0	0	0
25	July	PG	MASTER OF SCIENCE (MATHEMATICS)	376	0	0	0	0
26	July	PG	MASTER OF BUSINESS ADMINISTRATION	313	0	0	0	0

Part - 4.1: Compliance status of Regulations 7 of UGC(ODL) Regulations, 2017 – Self-regulation through disclosures, declarations and reports:

Sr No	Provision	Yes/No with explicit link address
1	Declaration by an authorized signatory has been displayed on HEI website authenticating that the documents from sr. no. '2' to '14' have been uploaded on the HEI website?	Yes http://www.ideku.net
2	The establishing Act and Statutes thereunder or the Memorandum of Association, as the case may be or both of the Higher Educational Institution, empowering it to offer programs in Open and Distance Learning mode	Yes
3	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes
4	Programme details including brochures or programme guides with information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure etc.	Yes
5	Programme-wise information on syllabus, suggested readings, contact points for counseling, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support	Yes

	Centres with addresses and contact details, their working hours and counseling schedule etc.	
6	Important schedules or date-sheets for admissions, registration, re-registration, counseling, assignments and feedback thereon, examinations, result declarations etc.	Yes
7	Detailed strategy plan related to On-line course delivery, if any including learning materials offered through On-line and learner assessment system and quality assurance practices of e-learning programmes	No
8	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes
9	Information regarding any new programmes launched and those proposed for the next two years	No
10	Data of year-wise or programme-wise student enrolment details and degrees or certificates or diplomas or post graduate diplomas awarded	Yes
11	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated, source of Self Learning Material, references of Self Learning Material, etc	Yes
12	A compilation of questions and answers under the head 'Frequently Asked Questions' with the facility of 'on-line' interaction with learners providing hyperlink support	No
13	List of the 'Learner Support Centres' along with the number of students Period of the admission process along with the academic session and dates of the term end examinations	No
14	List of the 'Examination Centres' along with the number of students in each centre who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner	Yes

Part - 4.2: HEI shall mention the process followed for monitoring of Examination to ensure sanctity of examinations, including the following:

- i) No. of examination centres inspected during conduct of exam.
- ii) No. of cases of unfair means reported.
- iii) Disciplinary action taken.
- iv) Detail of observer of the examination centres appointed by HEI and its reports.

All the examinations for SDE students are conducted by the Controller of Examinations, University of Kerala. Hence, the number of examination centers is also decided by the Controller of Examinations, from time to time according to the number of students registered for examination from the total number of students enrolled in SDE. ii) Four cases have been reported by the invigilators of from UG examinations. iii) For the reported cases, adalats were conducted by the University and the four students were debarred for one year. After one year they were allowed to write the exams. iii) The observers for the University Examinations are appointed by the Controller of Examinations. They regularly monitor the SDE examinations conducted in various centres as per the instructions of the University.

Part - 5: Compliance status of Academic and Infrastructural Requirements – As per Annexure - VI of UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Staffing norms and physical infrastructure exclusively/independently, as mentioned in the Annexure-VI of the Regulations. In addition, the faculty details shall be provided in the following format:

1. BACHELOR OF ARTS (MALAYALAM) Academic Session: July		Level: UG	No. of Fulltime Dedicated Faculty: 1		
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary

1	Dr.S Suja (Assistant Professor)	Regular	18/12/2013	Teaching: 120 Months Industrial: 0 Months	85000
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2. BACHELOR OF ARTS (POLITICAL SCIENCE) Academic Session: July Level: UG No. of Fulltime Dedicated Faculty: 1					
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Aby T Suresh (Assistant Professor)	Regular	11/05/2020	Teaching: 48 Months Industrial: 0 Months	59000

3. BACHELOR OF ARTS (SOCIOLOGY) Academic Session: July Level: UG No. of Fulltime Dedicated Faculty: 1					
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Maya (Lecturer)	Contractual	04/05/2017	Teaching: 60 Months Industrial: 0 Months	31000

4. BACHELOR OF LIBRARY AND INFORMATION SCIENCE Academic Session: July Level: UG No. of Fulltime Dedicated Faculty: 1					
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Salma M S (Lecturer)	Contractual	09/01/2020	Teaching: 24 Months Industrial: 0 Months	31000

5. BACHELOR OF SCIENCE (COMPUTER SCIENCE) Academic Session: July Level: UG No. of Fulltime Dedicated Faculty: 1					
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Liji I H (Lecturer)	Contractual	26/10/2016	Teaching: 48 Months Industrial: 0 Months	31000

6. BACHELOR OF SCIENCE (MATHEMATICS) Academic Session: July Level: UG No. of Fulltime Dedicated Faculty: 1					
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Suchithra S S (Lecturer)	Contractual	09/12/2019	Teaching: 36 Months Industrial: 0 Months	31000

7. MASTER OF ARTS (POLITICAL SCIENCE) Academic Session: July Level: PG No. of Fulltime Dedicated Faculty: 1					
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.Rose Mary George (Assistant Professor)	Regular	27/05/2013	Teaching: 144 Months Industrial: 0 Months	115000

8. MASTER OF ARTS (ECONOMICS) Academic Session: July Level: PG No. of Fulltime Dedicated Faculty: 1					
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.S.R Sheeja (Associate Professor)	Regular	29/01/2008	Teaching: 180 Months Industrial: 0 Months	165000

9. MASTER OF ARTS (ENGLISH)

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.Lal C.A (Professor)	Regular	03/08/2012	Teaching: 288 Months Industrial: 0 Months	225000

10. MASTER OF ARTS (HINDI)

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.Indu K.V (Assistant Professor)	Regular	27/05/2013	Teaching: 132 Months Industrial: 0 Months	115000
2	Dr.Deepak K.R (Assistant Professor)	Regular	27/05/2013	Teaching: 132 Months Industrial: 0 Months	115000

11. MASTER OF SCIENCE (COMPUTER SCIENCE)

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Krishna S S (Lecturer)	Contractual	19/04/2016	Teaching: 84 Months Industrial: 0 Months	31000

12. MASTER OF SCIENCE (MATHEMATICS)

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.K.S Zeenath (Professor)	Regular	21/03/1998	Teaching: 420 Months Industrial: 0 Months	225000

13. MASTER OF BUSINESS ADMINISTRATION

Academic Session: July

Level: PG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.Shaji B (Lecturer)	Contractual	05/07/2017	Teaching: 192 Months Industrial: 0 Months	31000

14. BACHELOR OF ARTS (ECONOMICS)

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 1

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.Vineetha (Lecturer)	Contractual	07/05/2018	Teaching: 24 Months Industrial: 0 Months	31000

15. BACHELOR OF ARTS (ENGLISH)

Academic Session: July

Level: UG

No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Aswathy Ramachandran (Lecturer)	Contractual	04/02/2019	Teaching: 24 Months Industrial: 0 Months	31000

2	Asha Asok (Lecturer)	Contractual	06/08/2018	Teaching: 48 Months Industrial: 0 Months	31000
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16. BACHELOR OF ARTS (HINDI) Academic Session: July					
Level: UG			No. of Fulltime Dedicated Faculty: 1		
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.Rajan T.K (Assistant Professor)	Regular	27/05/2013	Teaching: 60 Months Industrial: 0 Months	80000

17. BACHELOR OF ARTS (HISTORY) Academic Session: July					
Level: UG			No. of Fulltime Dedicated Faculty: 1		
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr Shaji A (Professor)	Regular	30/12/2014	Teaching: 252 Months Industrial: 0 Months	210000

18. BACHELOR OF BUSINESS ADMINISTRATION Academic Session: July					
Level: UG			No. of Fulltime Dedicated Faculty: 1		
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr Mushtaq Ahammed (Assistant Professor)	Regular	02/01/2013	Teaching: 134 Months Industrial: 0 Months	105000

19. BACHELOR OF COMMERCE Academic Session: July					
Level: UG			No. of Fulltime Dedicated Faculty: 1		
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr K.S Suresh Kumar (Professor)	Regular	03/01/2013	Teaching: 252 Months Industrial: 0 Months	215000

20. BACHELOR OF COMPUTER APPLICATIONS Academic Session: July					
Level: UG			No. of Fulltime Dedicated Faculty: 1		
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Arya S V (Lecturer)	Contractual	12/12/2019	Teaching: 24 Months Industrial: 0 Months	31000

21. MASTER OF ARTS (PUBLIC ADMINISTRATION) Academic Session: July					
Level: PG			No. of Fulltime Dedicated Faculty: 1		
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.S Ajitha (Assistant Professor)	Regular	27/12/2011	Teaching: 144 Months Industrial: 0 Months	124000

22. MASTER OF ARTS (HISTORY) Academic Session: July					
Level: PG			No. of Fulltime Dedicated Faculty: 1		
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.S.Venumohan (Assistant Professor)	Regular	21/05/2013	Teaching: 120 Months Industrial: 0 Months	96000

23. MASTER OF ARTS (MALAYALAM) Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 2	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr.A.M Unnikrishnan (Professor)	Regular	28/01/2011	Teaching: 392 Months Industrial: 0 Months	265000
2	Dr.S.Nazeeb (Assistant Professor)	Regular	05/11/2012	Teaching: 84 Months Industrial: 0 Months	105000

24. MASTER OF ARTS (SOCIOLOGY) Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Asha V (Professor)	Regular	09/03/1995	Teaching: 276 Months Industrial: 0 Months	226000

25. MASTER OF COMMERCE (FINANCE) Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Balu B. (Assistant Professor)	Regular	02/01/2013	Teaching: 108 Months Industrial: 0 Months	125000

26. MASTER OF LIBRARY AND INFORMATION SCIENCE Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Mohana Kumar T (Lecturer)	Contractual	06/09/2018	Teaching: 48 Months Industrial: 0 Months	31000

27. MASTER OF ARTS (POLITICAL SCIENCE) Academic Session: July		Level: PG		No. of Fulltime Dedicated Faculty: 1	
Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Renoj N K (Assistant Professor)	Regular	03/02/2020	Teaching: 12 Months Industrial: 0 Months	59000

Part - 6: Compliance status of 'Quality Assurance Guidelines of Learning Material in Multiple Media, Curriculum and Pedagogy' – As per Annexure - VII of UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Learning material (Print Media), Audio-Video Material: Quality Standards, Online Material: Quality Standards, Computer-based material: Quality Standards and Curriculum and Pedagogy: Quality Standards, as mentioned in the Annexure-VII of the Regulations.

SDE provides Self Learning Material largely in the printed mode, though soft copies are sometimes made available to learners on request. The CIQA makes sure that the Self Learning Material related to all programmes are self-explanatory, self-contained, self-directed, self-motivating and self-evaluating, in compliance with the 'Quality Assurance Guidelines of Learning Material in Multiple Media, Curriculum and Pedagogy' – As per Annexure - VII of UGC(ODL) Regulations, 2017. It is ensured that they involve the learner actively through various experience-based activities and assignments, that the learners are given clear information about the structure of the programme and course, and that there are detailed learning directions for the learners to be self-directed for completion of studies. The content of Self Learning Material have been developed, as much as

possible, with dialogue and personal system of writing method in order to ensure interactivity, and to encourage learners to apply new knowledge and skills. The learning objectives and outcomes are clearly stated. The content are divided into units and sub units for effective learning. Care is taken as much as possible to ensure that there are assignments and self-assessment questions at the end of each unit, that the learners are directed through problem solving activities as applicable to nature of the course. Sincere efforts are made to ensure that the Self Learning Material are developed in a consistent layout and format, including an overview of content and a unit structure at the beginning of each unit. Ample examples, relevant reference to prior learning, inclusion of national and international examples and case studies, where relevant, and the synchronising of content with learning objectives and outcome, are also insisted upon. Explanation of icons used in content, appropriate sequencing of material, explanation on technical, new, difficult terms or word and the inclusion of adequate suggested reading (both print and online), are ensured. The CIQA is committed to monitor the process of SLM creation and will strive to maintained the required standards continuously.

Part - 7: Compliance status of 'Guidelines on preparation of Self-learning Material' – As per Annexure - VIII of UGC (ODL) Regulations, 2017:

HEI shall mention the process followed to ensure that SLMs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

SDE prepares the Self Learning Material in strict compliance with the 'Guidelines on preparation of Self-learning Material' – As per Annexure - VIII of UGC (ODL) Regulations, 2017. The materials are provided in print, and they are prepared by the teachers of SDE and experts from approved panels. The editing is done by the various programme coordinators and they monitor the process from drafting to printing. The CIQA ensures that SLMs are planned keeping in mind the backgrounds of learner, learning needs, learning experiences and adapted for flexible learning. The SLMs are structured to emphasis more on the processes of learning, ensuring learning objectives, assessment of prior knowledge, learning activities, feedback of learning activities, examples and illustrations, self-assessment tests, summaries and key points, and study tips. The learning material are developed with the constructive approach, laying emphasis on real-world tasks, with provision for learners' choice, with the inclusion of case studies, collaborative learning tasks, opportunities for observing others and self-evaluation. The Self Learning Material are produced entirely within SDE with the help of external experts and printed in the Kerala University Press. Though we meet the students during the Personal Contact Programmes, which have 10 contact days of 6 hours each per semester for UG Programmes and 15 contact days of 6 hours each for PG Programmes, we understand that the learners need to be made largely self-reliant in their studies. The study materials are prepared keeping mind that the learners have the opportunity to take the decisions at different points during the learning path the following key points are kept in mind during the planning and preparation of learning material - (a) Learner Profile, (b) Background of the learners and (c) Learning Objectives and Outcome. Grouping of Learning Material: An introductory booklet describing the programme, content and objectives of different courses, syllabus, and other guidelines are provided for each programme, which serve as a Student's Handbook. Model Question papers are included in the SLM of each course and a question bank is made available online. Detailed guidelines related to preparation and submission of assignments and projects are updated from time to time in the SDE website. The SLMs are prepared and printed following the "Standards of Self Learning Material (SLM) in Print Form" laid down in the 'Guidelines on preparation of Self-learning Material' – As per Annexure - VIII of UGC (ODL) Regulations, 2017

Part - 8: Compliance status of 'Guidelines on Programme Project Report' – As per Annexure - IX of UGC(ODL) Regulations, 2017:

HEI shall mention the process followed to ensure that PPRs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

i) All the examinations for SDE students are conducted by the Controller of Examinations, University of Kerala. Hence, the number of examination centers is also decided by the Controller of Examinations, from time to time according to the number of students registered for examination from the total number of students enrolled in SDE. ii) Four cases have been reported by the invigilators of UG examinations. iii) For the reported cases, adalats were conducted by the University and the four students were debarred for one year. After one year they were allowed to write the exams. iii) The observers for the University Examinations are appointed by the Controller of Examinations. They regularly monitor the SDE examinations conducted in various centres as per the instructions of the University.

Part - 9: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

HEI shall mention the process followed for identification of LSCs and the agreement terms for providing support to the learners thereby ensuring compliance to the LSCs provisions of the Regulations. The explicit details of approval by its Statutory Authorities/CIQA shall also be mentioned.

At present the School of Distance Education does not have Learner Support Centres. But SDE is conducting PCP in its Head Quarters at Thiruvananthapuram and its two Sub-centres at Kerala University B.Ed Centre and Kerala University Institute of Technology, Kollam

Part - 10: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

HEI shall mention the mechanism put into place along with brief details of grievances received and actions taken thereof. Also mention that how the learners have been made aware about this mechanism.

The University of Kerala has a Grievance Redressal System and Procedure which is published on its portal, update from time to time. There is an online facility for submitting grievances and track their status, and a faculty member given charge for the same. The Higher Educational Institution regularly monitors, assesses and reviews the effectiveness of its Grievance Redressal Procedures. In addition to this, the School of Distance Education has its own Grievance Redressal Mechanism, with a Cell dedicated for the purpose. The students have access to respective Programme Coordinators who resolve most of the grievances on a basic level. Any complaint that is received by the Director is passed on to the teacher in charge of the Grievance Redressal Cell, who takes remedial steps in consultation with other staff members and respective programme coordinators. Recurrent complaints are taken up in the Department Council meetings and long term remedies discussed.

Part - 11: Compliance status of 'Evaluation and Certification' – As per Regulations 13 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	There shall be home assignments, students' response sheets, contact programmes and semester or year-end examination, and the marks or grades obtained in home assignment and response sheets shall be shown separately in the grade card	Yes
2	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that no part of the syllabus is left out of study by a learner	Yes
3	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre approved by the Higher Educational Institution	Yes
4	The evaluation shall include two types of assessments continuous or formative assessment in the form of assignments, and summative assessment in the form of end semester examination or term end examination: Provided that no semester or year-end examination shall be held in a subject unless the Higher Educational Institution is satisfied that at least 75% of the programme of study stipulated for the semester or year have been actually conducted: Provided further that the weightage for "Term End Examination" shall not be less than 70%.	Yes
5	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes
6	The Examination Centre shall be located in Government schools such as Navodaya Vidyalaya, Kendriya Vidyalaya, Sainik school etc. including approved affiliated colleges under the University system in the country and no Examination Centres shall be allotted to any private organizations or unapproved Higher Educational Institutions	Yes
7	The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution.	Yes
8	The attendance of examinees shall be authenticated through biometric system as per Unique Identification Authority of India (UIDAI) records or Unique Identification Number (UIN), issued by the University.	Yes
9	There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and it shall be mandatory to have observer report submitted to the Higher Educational Institution.	Yes
10	The Higher Educational Institution shall make a mention in the mark sheet and degree about the mode of delivery i.e. Open and Distance Learning and the photograph and the Unique Identification or Aadhaar number of the learner shall be mandatorily mentioned in all the documents issued by the Higher Educational Institution to the learner.	Yes
11	It shall be mandatory for the Higher Educational Institution to mention 'Date of Admission' and 'Date of Completion' on each of the certificates (in semester or end of the semester or end of the programme or course) issued by it.	Yes

Part - 11.2: Observer Report

[View](#)

Part - 12: Compliance status of 'Admissions and Fees' – As per Regulations 12 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges - as may be fixed by it and declared by it in the prospectus for admission, and on the website of the institution; with a proper receipt in writing issued for such payment to the concerned student admitted in such Higher Educational Institutions; only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
2	It shall be mandatory for the Higher Educational Institutions to upload the details of all kind of payment or fee paid by the students on the website of the institution	Yes
3	Every Higher Educational Institution shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '7' to '17' below	Yes
4	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning, and the other terms and conditions of such payment	Yes
5	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
6	The number of seats approved in respect of each course or programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes
7	The conditions of eligibility including the minimum age of a learner in a particular course of programme of study, where so specified by the Higher Educational Institution	Yes
8	The minimum educational qualifications required for admission in programme(s) specified by the relevant statutory authority or body, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
9	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test	Yes
10	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or part time or visiting or contractual basis	Yes
11	Pay and other emoluments payable for each category of teachers and other employees	Yes
12	Information in regard to physical and academic infrastructure and other facilities, including that of each of the Learner Support Centres and in particular the facilities accessible by learners on being admitted to the institution	Yes
13	Broad outline of the syllabus specified by the appropriate statutory body or by Higher Educational Institution, as the case may be, for every course or programme of study	Yes
14	Activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session and the details of July cycle and January cycle shall be notified separately	Yes

Part - 13: Innovation and Best Practices

i) Innovation introduced during academic year

Started online sessions for any of UG/PG Programmes. Started providing soft copies of SLMs to outstation students. Started producing academic videos for select courses under popular UG and PG programmes. Started distributing academic videos and presentations.

ii) Give Best Practices of Institution

1. Induction programmes at the beginning of academic session. 2. Conduct online classes on select theory based courses. 3. Distribution of SLMs by hand to near by students and by post to those who cant turn up to collect SLMs by hand.

iii) Any other Information

Nil

Part - 14: Plan of Institution for next year

Started initiatives for starting Three UG programmes and six PG programmes through Online mode following UGC (ODL Programmes and Online Programmes) Regulation 2020 and its amendment

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL) Regulations, 2017 and its amendments.

Signature of the Director:

Signature of the Registrar:

Name of the Director: Dr. R Vasanthagopal

Name of the Registrar: Dr.K.S Anil Kumar

Seal of the Director:

Seal of the Registrar:

Date of the Director: 15-07-2021

Date of the Registrar: 15-07-2021

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL) Regulations, 2017 and its amendments.

Signature of the Director 

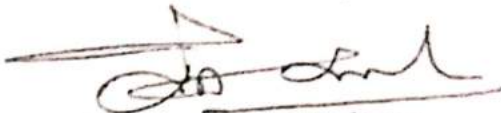
Name : Dr. R Vasanthagopal

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

Seal:

Date: 15/07/2021




Signature of the Registrar

Name: Dr. K.S Anil Kumar

DR. K.S. ANIL KUMAR
REGISTRAR
UNIVERSITY OF KERALA

Seal:

Date 15/07/2021





राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council*

is pleased to declare

University of Kerala

Senate House Campus, Palayam, Dist. Thiruvananthapuram, Kerala as

Accredited

with CGPA of 3.67 on four point scale

at A⁺⁺ grade

valid up to June 20, 2027

Date : June 21, 2022



S. L. S. S.

Director



Government of India
Ministry of Human Resource Development



Certificate

NATIONAL INSTITUTIONAL RANKING FRAMEWORK

INDIA RANKINGS 2020

Kerala University, Thiruvananthapuram

Ranked 23 in University Category

K. S. Sankaranarayanan

CHAIRMAN, NBA

Chandrasekhar

MEMBER SECRETARY, NBA



Ministry of Education
Government of India



Certificate

NATIONAL INSTITUTIONAL RANKING FRAMEWORK

INDIA RANKINGS 2021

**Kerala University, Thiruvananthapuram
Ranked 27 in University Category**

CHAIRMAN, NBA

MEMBER SECRETARY, NBA



Ministry of Education
Government of India



Certificate

NATIONAL INSTITUTIONAL RANKING FRAMEWORK

INDIA RANKINGS 2022

**Kerala University, Thiruvananthapuram
Ranked 40 in University Category**

CHAIRMAN, NBA

MEMBER SECRETARY, NBA



THE KERALA UNIVERSITY ACT, 1974

(Act 17 of 1974)

*(Published by authority as extraordinary
Gazette Vol. XIX No. 568 dated 27th July, 1974)*

(Embodying Amendments upto 6-1-2005)

For Office use only



UNIVERSITY OF KERALA

THE KERALA UNIVERSITY ACT, 1974

(Act 17 of 1974)

(As amended up to 1-1-2006)

THE KERALA UNIVERSITY ACT, 1974

(Act 17 of 1974)

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GOVERNMENT OF KERALA

Law Department

NOTIFICATION

No. 3878-FI/72/Law

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

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

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

ACT 17 OF 1974**THE KERALA UNIVERSITY ACT, 1974¹**

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

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

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

CHAPTER I**Preliminary**

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

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

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

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

- (5) “Board of Studies” means a Board of Studies of the University;
- (6) “Chancellor” means the Chancellor of the University;
- (7) “college” means an institution maintained by, or affiliated to the University in which instruction is provided in accordance with the provisions of the Statutes, Ordinances and Regulations;
- (8) “department” means a department designated as such by the Ordinances or Regulations with reference to a subject or group of subjects;
- (9) “educational agency” means any person or body of persons who or which establishes and maintains a private college or more than one private college;
- (10) “faculty” means a faculty of the University;
- (11) “Government college” means a college maintained by the Government and affiliated to the University;
- (12) “hostel” means a unit of residence for the students of the University or the colleges or institutions maintained by, or affiliated to, the University in accordance with the provisions of this Act, or the Statutes or Ordinances;
- (13) “non-teaching staff” of the University or a college means the employee of the University or that college, other than teachers;
- (14) “prescribed” means prescribed by this Act, or the Statutes, Ordinances, Regulations, rules or bye-laws made there under;
- (15) “principal” means the head of a college;
- (16) “private college” means a college maintained by an educational agency other than the Government of the University and affiliated to the University;
- (17) “Pro-Chancellor” means the Pro Chancellor of the University;
- (18) “Pro-Vice-Chancellor” means the Pro-Vice-Chancellor of the University;
- (19) “recognized institution” means an institution for research or special studies, other than an affiliated college, recognized as such by the University;

²[*****]

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

CHAPTER II

The University

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

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

- (2) The University shall have perpetual succession and a common seal, and shall and be used by the said name.
- (4) *Territorial limits:-* (1) The jurisdiction of the University shall extend to the Revenue Districts of Trivandrum, Quilon, Alleppey, Kottayam, Idukki and Ernakulam of the State.
- (2) No educational institution situated beyond the territorial limits of the University shall, save with the sanction of the Chancellor and the Government, be affiliated to the University and no educational institution within the territorial limits of the University shall, save with the sanction of the Chancellor and the Government, seek or continue affiliation to any other University established by law.
5. *Powers of the University:-* The University shall have the following powers, namely :-
- (i) to provide for instruction and training in such branches of learning as the University may deem fit, and to make provision for research and for the advancement and dissemination of knowledge;
- ⁴[ia) to confer academic autonomy to an affiliated college/department of an affiliated college or university department].
- (ii) to institute degrees, titles, diplomas and other academic distinctions;
- (iii) to hold examination and to confer degrees and other academic distinctions on persons who-
- (a) shall have pursued a prescribed course of study in a college under the University, unless exempted therefrom in the manner prescribed, and shall have passed the prescribed examination; or
- (b) shall have carried on research under prescribed conditions and which has been duly evaluated;
- (iv) to confer honorary degrees or other distinctions on distinguished persons in accordance with the conditions to be prescribed in the Statutes;

- (v) to grant diplomas, certificate or other distinctions to persons who shall have pursued a prescribed course of study under prescribed conditions;
- (vi) to withdraw or cancel degrees, titles, diplomas, certificates of other distinctions under conditions that may be prescribed by the Statutes, after giving the person affected a reasonable opportunity to present his case;
- (vii) to supervise and control the residence and discipline of students of the university, colleges and recognised institutions and to make arrangements for promoting their health and general welfare;
- (viii) to recognize hostels which are maintained by bodies other than the university and to withdraw such recognition;
- (ix) to exercise such control over the students as will ensure their physical and moral well-being;
- (x) to constitute a Board to entertain and if it thinks fit to adjudicate and to redress any grievances of the students of colleges, who may for any reason be aggrieved otherwise than by an Act of the Court;
- ⁵[xa) to fix the minimum infrastructural facilities that shall be provided in an unaided college;
- (xb) to fix the qualification of teachers and non-teaching staff of an un-aided college.]
- (xi) to fix the fees payable to the University and to demand and receive such fees;
- (xii) to fix and regulate, with the previous sanction of the Government, the fees payable in colleges and recognized institutions affiliated to the University;
- (xiii) with the previous sanction of the Government, to regulate the emoluments and pattern and to prescribe the duties and conditions of service of teachers and non-teaching staff in private colleges;
- (xiv) to hold and manage endowments and bursaries and to institute and award, fellowships, scholarships, studentships, medals and prize and to organize exhibitions;

- (xv) to institute and provide funds wherever necessary for the maintenance of
 - (a) A Students' Advisory Bureaus;
 - (b) An employment Bureau;
 - (c) A University union for students;
 - (d) University Atheletic Clubs;
 - (e) The National Cadet Corps;
 - (f) the National Service Scheme;
 - (g) University Extension Boards
 - (h) Students' Cultural and Debating Societies;
 - (i) A Translation and Publication Bureau; and
 - (j) Co-operative societies and other similar institutions for promoting the Welfare of students and employees of the University;
- (xvi) to co-operative with other Universities or any authorities or associations in such manner and for such purposes as the University may determine;
- (xvii) to do all such other acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the University as a teaching and examining body, and to cultivate and promote arts, science and other branches of learning;
- (xviii) to take and hold any property, movable or immovable, which may become vested in it for the purpose of the University by purchase, grant, testamentary disposition or otherwise and to grant, demise, alienate or otherwise dispose of all or any of the properties belonging to the University and also to do all other acts incidental or appertaining to a body corporate;
- (xix) to direct, manage and control all immovable and movable properties transferred to the University by the Government;
- (xx) to co-ordinate, supervise, regulate and control the conduct of teaching and research work in the affiliated colleges and the institution recognized by the University;
- (xxi) to define the powers and duties of the officers of the University other than the Vice-Chancellor;

- (xxii) to provide for the inspection of affiliated colleges and to issue such directions as the University may deem fit;
- (xxiii) to establish, maintain and manage colleges, institutes of research and other institutions of higher studies;
- (xxiv) to affiliate to itself colleges in accordance with the provisions of this Act, and the Statutes, Ordinances and Regulations and to withdraw affiliations of colleges;
- (xxv) to institute professorships, readerships, lectureships and any other teaching and research posts required by the University and to appoint persons to such professorships, readerships, lectureships and other teaching and research posts;
- (xxvi) to establish, maintain and manage hostels;
- (xxvii) with the previous sanction of the Government as regards the purpose and amount of loan and subject to such conditions as may be specified by the Government as to security and rate of interest, to borrow any sum of money from the Central Government, any other Government, the University Grants Commission or any other incorporated body; and
- (xxviii) generally to do such other acts as may be required to further the aims and purpose of this Act.

6. *University open to all classes and creeds*:- (1) No person shall, on grounds only of religion, race, caste, sex, descent, place of birth, residence, language, political opinion or any of them, be ineligible for or discriminated against, in respect of any employment or office under the University or membership of any of the authorities or bodies of the University or admission to any degree or course of study in the University.

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

- (2) In making appointments by direct recruitment to posts in any class or category in each department under the University, or to posts of non-teaching staff in the University, the University shall

mutatis mutandis observe the provisions of clauses (a), (b) and (c) of rule 14 and rules 15 to 16 and 17 of the Kerala State and Subordinate Service Rules, 1958, as amended from time to time.

CHAPTER III

The Chancellor, Pro-Chancellor and officers of the University

7. *The Chancellor* :- (1) The Governor of Kerala shall, by virtue of his office, be the Chancellor of the University.
- (2) The Chancellor shall be the head of the University and shall, when present, preside at meetings of the Senate, and at any convocation of the University.
- (3) The Chancellor may, by order in writing, annual any proceeding of any of the authorities of the University which is not in conformity with this Act, the Statutes, the Ordinances, the Regulations, the rules or the bye-laws:

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

- (4) The Chancellor shall, when an emergency arises, have the right to suspend or dismiss any of the authorities of the University and to take measures for the interim admini-stration of the University.
- (5) Every proposal for the conferment of an honorary degree shall be subject to confirmation by the Chancellor.
- (6) An appeal shall lie to the Chancellor against any order of dismissal passed by the Syndicate of the Vice-Chancellor against any person in the service of the University.
- (7) An appeal under sub-section (6) shall be filed within sixty days from the date of service of the order of dismissal on the person concerned.
- (8) The Chancellor shall before passing any order on an appeal under sub-section (6), refer the matter for advice to a Tribunal appointed by him for the purpose.
- (9) The Chancellor shall have power to remove the Vice-Chancellor or the Pro-Vice Chancellor from office by an order in writing on

charges of misappropriation or mismanagement of funds or misbehaviour :

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

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

- (10) The Chancellor shall have such other powers as may be conferred on him by this Act or the Statutes.
8. *The Pro-Chancellor:-* (1) The Minister for the time being administering the subject of education in the State shall be the Pro-Chancellor of the University.
- 2) In the absence of the Chancellor or during his Inability to act, the Pro-Chancellor shall exercise all the power and perform all the functions of the Chancellor.
9. *Officers of the University :-* The following shall be the officers of the University, namely:-
- (i) the Vice-Chancellor;
 - (ii) the Pro-Vice-Chancellor;
 - (iii) the Registrar;
 - (iv) the Controller of Examinations;
 - (v) the Finance Officer; and
 - (vi) such other officers in the service of the University, as may be declared by the Statutes to be officers of the University.
10. *The Vice-Chancellor :-* (1) The Vice-Chancellor shall be appointed by the Chancellor on the unanimous recommendation of a Committee appointed by him consisting of three members, one elected by the Senate, one nominated by the Chairman of the University Grants Commission and the third nominated by the Chancellor. The Chancellor shall appoint one of the members of the Committee to be its Convener. The Committee shall make its recommendation within a period of three months of its appointment.

- (2) In case the Committee appointed under sub-section (1) is unable to recommend a name unanimously, the Vice-Chancellor shall be appointed by the Chancellor from among the panel of three names submitted to him by the Committee within the period specified in the preceding sub-section.
- (3) In case the Committee falls to make a unanimous recommendation as provided in sub-section (1) or to submit a panel as provided in sub-section (2) each member of the Committee may submit a panel of three names to the Chancellor and the Vice-Chancellor shall be appointed from among the person mentioned in the panels.
- (4) Non-submission of the panel under sub-section (3) by any member of the Committee shall not invalidate the appointment of the Vice-Chancellor.
- (5) No person who is more than sixty years of age shall be appointed as Vice-Chancellor.
- (6) The Vice-Chancellor shall hold office for a term of four years from the date on which he enters upon his office and shall be eligible for reappointment :

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

- ⁹[(7) The remuneration payable to, and the other conditions of service of, the Vice-Chancellor shall be determined by the Chancellor;]
- (8) The Vice-Chancellor shall be the principal academic and executive officer of the University.
- (9) The Vice-Chancellor shall be the Chairman of the Senate, the Syndicate, the Academic Council, the Students' Council and the Finance Committee and shall be entitled to be present at and to address any meeting of any authority of the University, but shall not be entitled to vote thereat unless he is a member of the authority concerned.
- (10) In the event of equality of votes at any meeting of the Senate, the Syndicate or the Academic Council or of any other authority, at which the Vice-Chancellor is the Chairman, he shall have and exercise a casting vote,

- (11) It shall be duty of the Vice-Chancellor to ensure that the provisions of the Act, the Statutes, the Ordinances, the Regulations, the rules and the bye-laws are faithfully observed and carried out, and he shall have all powers necessary for this purpose.
- (12) The Vice-Chancellor shall have the right of visiting and inspecting colleges and other institutions maintained by, or affiliated to, the University.
- (13) If at any time except when the Syndicate or the Academic Council is in session, the Vice-Chancellor is satisfied that an emergency has arisen requiring him to take immediate action involving the exercise of any power vested in the Syndicate or the Academic Council by or under this Act the Vice-Chancellor may take such action as he deems fit, and shall, at the next session of the Syndicate or the Academic Council, as the case may be, report the action taken by him to that authority for such action as it may consider necessary.
- (14) Subject to the provisions of the Statutes and the Ordinances, the Vice-Chancellor shall have power to appoint, suspend, dismiss or otherwise punish any member of the establishment of the University below the rank of Deputy Registrar:

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

- (15) The Vice-Chancellor shall have power to convene meetings of the Senate, the Syndicate, the Academic Council and any other authorities of the University.
- ⁷(15A) Notwithstanding anything contained in this Act or in the Statutes or Ordinances made or deemed to have been made there under, the Vice-Chancellor may. If he is satisfied that the number of examiners in the panel of examiners approved by the Syndicate for the conduct of an examination is not sufficient for the conduct of the examination and that approval of another panel of examiners by the Syndicate will entail delay in the conduct of such examination, nominate such additional number of examiners as may be necessary for the conduct of such examination.
- (15B) Any person nominated by the Vice-Chancellor under sub-section (15A) shall be deemed to be an examiner included in the panel approved by the Syndicate].

- (16) It shall be the duty of the Vice-Chancellor to see that the proceedings of the University are carried on in accordance with the provisions of this Act, the Statutes, the Ordinance, the Regulations, the rules and the bye-laws and to report to the Chancellor every proceeding which is not in conformity with such provisions.
 - (17) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Statutes.
 - (18) In the event of a temporary vacancy occurring in the Office of the Vice-Chancellor, or where the Vice-Chancellor is temporarily absent, the Chancellor shall make necessary arrangements for exercising the powers and performing the duties of the Vice-Chancellor.
 - (19) In the event of a permanent vacancy occurring in the Office of the Vice-Chancellor, the Chancellor shall initiate action for the appointment of the Vice-Chancellor within one month of the occurrence of the vacancy and pending such appointment make necessary arrangements for exercising the powers and performing the duties of the Vice-Chancellor.
11. *The Pro-Vice-Chancellor :-* (1) The Chancellor may, if he considers it necessary, appoint a Pro-Vice-Chancellor ⁸[*****].
- (2) No person who is more than fifty-six years of age shall be appointed as Pro-Vice-Chancellor.
 - (3) The Pro-Vice-Chancellor shall be a whole-time salaried Officer of the University.
 - (4) The Pro-Vice-Chancellor shall hold Office for a term of four years and shall be eligible for re-appointment.
 - (5) The salary and other conditions of service of the Pro-Vice-Chancellor shall be determined by the Chancellor.
 - (6) Subject to the provisions of this Act and the Statutes, Ordinances and Regulations, the powers and functions of the Pro-Vice-Chancellor shall be determined by the Chancellor in consultation with the Vice-Chancellor.
12. *The Registrar:-* (1) The Registrar shall be a whole-time salaried officer of the University and shall be appointed by the Syndicate for such period and on such terms as may be prescribed by the Statutes.

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

- (2) The Registrar shall exercise such powers and perform such duties as may be prescribed by the Statutes.
- (3) Suits by or against the University shall be instituted by or against the Registrar.
13. *The Controller Examinations :-* (1) The Controller of Examinations shall be a whole-time salaried officer of the University and shall be appointed by the Syndicate for such period and on such terms as may be prescribed by the Statutes.
- (2) The Controller of Examinations shall exercise such powers and perform such duties as may be prescribed by the Statutes.
14. *The Finance Officer :-* (1) The Finance Officer shall be a whole-time salaried officer of the University and shall be appointed by the Syndicate for such period and on such terms as may be prescribed by the Statutes.
- (2) The Finance Officer shall exercise such powers and perform such duties as may be prescribed by the Statutes.
15. *Appointments to be notified:-* The appointments of the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar, the Controller of Examinations and the Finance Officer shall be notified in the Gazette.

CHAPTER IV

Authorities of the University

16. *Authorities of the University :-* The following shall be authorities of the University, namely:-
- (i) the Senate;
 - (ii) the Syndicate;
 - (iii) the Academic Council;
 - (iv) the Faculties;
 - (v) the Board of Studies;
 - (vi) the Students' Council;
 - (vii) the Finance Committee; and
 - (viii) Such other Boards or bodies of the University as may be declared by the Statutes to be authorities of the University.
17. *Senate :-* The Senate shall consist of the following members, namely:-

Ex-officio members

- (1) The Chancellor
- (2) The Pro-Chancellor
- (3) The Vice-Chancellor
- (4) The Pro-Vice-Chancellor
- (5) The Finance Secretary to Government or an officer not below the rank of Joint Secretary nominated by him.
- (6) The Director of Public Instruction.
- (7) The Director of Collegiate Education
- ⁹[(8) The Secretary to government or the Additional Secretary to Government, General Education Department, to be nominated by the Government.
- (9) The Secretary to Government or the Additional Secretary to Government, Higher Education Department, to be nominated by the Government.
- ¹⁰[(9a) The Secretary to Government, Information Technology Department or an officer of the Information Technology Department not below the rank of Joint Secretary, nominated by him.]
- (10) The Director of Technical Education
- (11) The Chairman, State Advisory Board of Education
- (12) The Mayor of Thiruvananthapuram
- (13) Seven Heads of University Departments who are not otherwise members of the Senate, to be nominated in the order of seniority by the Chancellor by rotation.
- (14) Four Deans of the Faculties of the University who are not otherwise members of the Senate, to be nominate in the order of seniority by the Chancellor by rotation.
- (15) The Chairman of the University Union.

Elected Members

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

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

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

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

¹¹[*****]

- (3) Six members elected by the members of the Legislative Assembly of Kerala from among the members representing electorate of the University area, of whom one shall be a member of a Scheduled Caste.
- (4) Three members elected by the Teachers of the University from among themselves.
- (5) Five members elected by the Teachers of the government Colleges from among themselves.
- (6) Sixteen members elected by the Teachers of private Colleges from among themselves.
- (7) One member elected by the members of the Local Authorities of each District in the University area from among their themselves.
- (8) Two members elected by the registered Trade Unions in the University area designated by Statutes, from among their members.
- (9) One member elected by the members of the non-teaching staff of the University from among themselves.
- (10) Three members elected by the members of the non-teaching staff of the affiliated Colleges from among themselves of whom one shall be a members of the non-teaching staff of a Government Colleges
- (11) Four members elected by the Managers of the Private Colleges in the University area from among themselves.
- (12) Ten members elected by the Members of the General Council of the University Union from among full-time students, of whom one shall be a post-graduate student, one shall be a research Scholar, one shall be the student of a professional college and one shall be a lady student.

Life Members

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

Other Members

- (1) Two Headmasters of High Schools and two Teachers of Schools, situated within the University area, nominated by Chancellor.
 - (2) Not more than nine members nominate by the Chancellor representing (i) recognized Research Institutions; (ii) recognized Cultural Associations, (iii) Chambers of Commerce, (iv) Industries; (v) Authors; (vi) Journalists; (vii) Lawyers; (viii) Sports and (ix) Linguistic minorities.
 - (3) Four students nominated by the Chancellor, one having outstanding academic ability in humanities, one having outstanding ability in Science, one having outstanding ability in sports and one having outstanding ability in fine arts.
 - [(4) Not more than four experts nominated by the Government from the fields of Information Technology and Bio-technology]¹²
18. *Reconstitution of the Senate*:- (1) The Senate shall be reconstituted every four years.
- (2) The term of Office of any member referred to in items (13) and (14) under the heading “Ex-officio Members” in section 17 shall be two years from the date of his nomination.
 - (3) Every member of Senate, other than ex-officio and lifemembers, shall subject to the provisions of this Act and the Statutes, hold office until the next reconstitution of the Senate:

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

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

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

Provided also that the term of office of a member referred to in item (12) under the heading “Elected members” in section 17 or a member referred to in item (3) under the heading “Other Members” in that section shall be one year from the date of his election or nomination, as the case may be.

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

- (a) that he has been transferred to an educational institution within the State, situated beyond the territorial limits of the University; or
- (b) that the college of which he is the Principal or in which he is a teacher or a member of non-teaching staff has been transferred to another University; or
- (c) in the case of a teacher, that he has been promoted as Principal.

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

- (4) On failure of a member to make the choice under the second proviso to sub-section (3), he shall be deemed to have vacated his office as an elected or nominated member.
- (5) When a person ceases to be a member of the Senate, he shall cease to be a member of any of the authorities of the University of which he may happen to be a member by virtue of his membership of the Senate.

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

14 Inserted by Act 23 of 1979, w.e.f. 27-10-1979

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

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

- (2) Save as otherwise expressly provided in this Act, the Senate shall have the following powers, namely:-
- (a) to determine what degrees, diplomas and other academic distinctions shall have the following powers, namely:-
 - (b) to make, amend or repeal Statutes either of its own motion or on the motion of the Syndicate;
 - (c) to cancel or amend by a majority of the total membership of the Senate and by a majority of not less than two-third of the members present and voting, any Ordinance passed by the Syndicate or any Regulation passed by the Academic Council:

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

- (d) to institute fellowships, scholarships, studentships, bursaries, medals and prize and organize exhibitions in accordance with the provisions of this Act and the Statutes, Ordinances and Regulations;
- (e) to institute professorships, readerships, lectureships, and such other teaching or research posts as it may deem necessary;
- (f) to establish and maintain such institutions, as it may from time to time deem necessary;
- (g) to prescribe with the previous concurrence of the Government the terms and conditions of service of the employees of the University;

- (h) with the previous concurrence of the Government, to regulate the emoluments and prescribe the duties and conditions of service of teachers and non-teaching staff in private colleges;
 - (i) to review and take such action as it may deem fit on the annual report and the annual accounts of the University which shall be placed before it by the Syndicate and to consider and pass the budget according to the provisions of the Statutes;
 - (j) to cancel any degree, diploma title or any other distinction granted to any person in accordance with the provisions of the Statutes;
 - (k) to appoint committees and to delegate to them such functions of the Senate as it may deem fit;
 - (l) to make Statutes regulating the method of election to the authorities of the University, the procedure at the meetings of the Senate, the Syndicate and other authorities of the University and the quorum of members required for the transaction of business by the authorities of the University other than the Senate;
 - (m) to recommend to the Government the recognition of any local area within the University area as a University Centre;
 - (n) to co-operate with other Universities and other authorities in such manner and for such purposes as it may determine;
 - (o) to exercise such other powers and perform such other functions as may be assigned to it by this Act and the Statutes.
20. *Meeting of the Senate:-* (1) The Senate shall meet at least once in four months on dates to be fixed by the Vice-Chancellor, and one of such meetings shall be called the annual meeting.
- (2) One-fifth of the total number of members of the Senate shall be the quorum for a meeting of the Senate:
- Provided that such quorum shall not be required for a Convocation of the University or a meeting of the Senate held for the purpose of conferring degrees, titles, diplomas or other distinctions.
- (3) The Vice-Chancellor may, whenever he thinks fit and shall, within thirty days of the receipt of a requisition in writing signed by not less than one-fourth of the total number of members of Senate convene a special meeting of the Senate.

- (4) When a special meeting is convened on requisition, no subject other than that shown in the requisition shall be considered at the meeting.

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

Ex-officio Members

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

Other members

- (a) ¹⁷[Thirteen members] elected by the Senate from among themselves, of whom (i) ¹⁸[seven shall be persons who are not teachers, of whom one shall be a person belonging to a Scheduled caste or a Scheduled Tribe.] (ii) two shall be Principals of first grade colleges, of whom one shall be the principal of a Government college, and (iii) four shall be teachers who are not Principals, of whom one shall be a University teacher and one shall be a teacher of a Government College.
 (b) One member elected by the Senate from among the members referred to-
 (i) in item (15) under the heading “*Ex-officio Members*”;
 (ii) in item (12) under the heading Elected, and
 (iii) in item (3) under the heading “*Other Members*”; in section 17.

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

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

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

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

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

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

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

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

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

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

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

- (a) he had been transferred to an educational institution within the State, situated beyond the territorial limits of the University; or
- (b) the college of which he is the principal or in which he is a teacher or a member of the non-teaching staff has been transferred to another University; or

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

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

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

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

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

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

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

- (i) to affiliate institutions in accordance with the terms and conditions of such affiliation prescribed in this Act and the statutes;
- (ii) to make Ordinances and to amend or repeal the same;
- (iii) to propose Statutes for the consideration of the Senate;
- (iv) to hold, control and administer the properties and funds of the University;
- (v) to direct the form, custody and use of the common seal of the University;
- (vi) to arrange for an direct the inspection of colleges, hostels and other insitutions and to constitute a Board of Inspection for that purpose;
- (vii) to establish, maintain and manage colleges and institutes of research and other institutions of higher learning as it may from time to time deem necessary;
- (viii) to appoint teachers and other employees of the University and prescribe their duties;
- (ix) to create administrative, ministerial and other necessary posts;
- (x) to suspend, discharge, dismiss or otherwise take any disciplinary action against teachers and other employees of the University after giving them reasonable opportunity to defend their position;
- (xi) with the previous sanction of the Government, to fix and regulate the fee payable by students in colleges affiliated to the University;
- (xii) to award fellowships, scholarships, studentships, bursaries, medals and prizes;
- (xiii) to exercise supervision and control over the residence and discipline of students;

- (xiv) to consider to financial estimate of the University and submit them to the Senate in accordance with provisions of the Statutes made in this behalf;
 - (xv) to conduct University Examinations and approve and publish the results thereof;
 - (xvi) to appoint members to the Boards of Studies;
 - (xvii) to approve panel of examiners and to fix their remuneration;
 - (xviii) to approve the appointment of teachers in private colleges;
 - (xix) to delegate any of its powers to the Vice-Chancellor or to a committee appointed from among its members;
 - (xx) to arrange for and direct the investigation into the affairs of private colleges, to issue instructions for maintaining their efficiency, for ensuring proper conditions of employment of members of their staff and payment of adequate salaries to them, and in case of disregard of such instructions to modify the conditions of affiliation or recognition or take such other steps as it deems proper in that behalf;
 - (xxi) to withhold or cancel the result of any candidate at any University examination;
 - (xxii) to accept endowments, bequests, donations and transfers of any movable and immovable properties to the University on its behalf, provided that all such endowments, bequests, donations and transfer shall be reported to the Senate at its next meetings;
 - (xxiii) to exercise the powers of the University under clause (xxvii) of section 5;
 - (xxiv) to exercise such other powers and perform such other duties as may be prescribed by this Act, the Statutes, the Ordinances, the Rules, the bye-laws and the orders.
- [23A. *Special power of the Syndicate*:- Notwithstanding any thing contained in this Act, the Syndicate shall exercise all the powers and perform all the functions of the Senate except the power of review under sub-section (1) of section 19 till the reconstitution of the Senate.]²⁴.

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

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

- (p) one member each of every subject of study (not being a Deans of Faculty or head of a University department or principal) elected by the teachers of that subject from among themselves;
 - (q) one headmaster and one teacher of secondary school in the University area nominated by the Chancellor;
 - (r) one member representing each faculty, elected by the full-time post graduate students of the faculty from among themselves;
 - (s) five external experts to be nominated by the Chancellor.
- (4) Members of the Academic Council, other than the members specified in clauses (a) to (g) of sub-section (3) shall hold office for a term of four years from the date of their appointment or nomination, as the case may be :

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

25. *Powers and duties of Academic Council*:- Subject to the provisions of this Act and the Statutes, the Academic Council shall have the following powers, duties and functions, namely:-
- (i) to advise the Senate and the Syndicate on all academic matters;
 - (ii) to make Regulations and to amend or repeal the same;
 - (iii) to prescribe the courses of studies in the institutions maintained by, or affiliated to, the University;
 - (iv) to prescribe the qualifications of teachers-
 - (a) in colleges; and
 - (b) in the institutions maintained by the University;
 - (v) to prescribe the qualifications for the admission of students to the various courses of studies and to the examinations and the conditions under which exemptions may be granted;
 - (vi) to make provision for the admission of students to the various courses of studies on the basis of merit, in order to maintain standards of education;
 - (vii) to make proposals for the instruction and training in such branches of learning as it may think fit;

- (viii) to make proposals for research and advancement and dissemination of knowledge;
- (ix) to make proposals for the institution of professorships, readerships, lecturer ships and other teaching and research posts required by the University;
- (x) to make proposals for the institution of fellowships, travelling fellowships, scholarships, studentships, medals and prizes;
- (xi) to make proposals for determining what degrees, diplomas and other academic distinctions shall be granted by the University;
- (xii) to decide what examinations of other Universities may be accepted as equivalent to those of the University and to negotiate with other Universities for the recognition of the examinations of the University;
- (xxiii) to arrange for the co-ordination of studies and teaching in affiliated colleges and recognized institutions;
- (xiv) to exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act or the Statutes, Ordinances, Regulations, Rules or bye-laws.

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

- (2) Each faculty shall, subject to the control of the Academic Council have charge of the teaching and the courses of study and research in such subjects as may be assigned to such faculty by the Ordinances or Regulations.
- (3) Each faculty shall consist of :
 - (a) the Chairman of the Boards of Studies comprised in the faculty;
 - (b) two members elected from each Board of Studies; and
 - (c) not less than five and more than ten members nominated by the syndicate;
- (4) Each faculty shall comprise such departments of teaching as may be prescribed by the Ordinances.

- (5) Subject to the provisions of this Act, each faculty shall exercise such powers and perform such duties as may be prescribed by the Statutes.
- (6) The members of faculties mentioned in sub-clause (3) shall hold office for a period of three years from their date of nomination or election as the case may be.
27. *Deans of faculties.*-²⁵ [(1) There shall be a Dean of each faculty, who shall be nominated by the Chancellor in consultation with the Vice-Chancellor.]
- (2) The Dean of each faculty shall be responsible for the due observance of the Statutes, Ordinances, Regulations and bye-laws relating to that faculty.
- (3) The Dean of a faculty shall hold office for a term of two years and shall be eligible for [re-nomination.]²⁶
28. *Boards of Studies.*-(1) There shall be a Board of Studies attached to each department of study in the University:
- Provided however that post- graduate studies in each department may have separate Board of Studies.
- (2) The constitution and powers of the Boards of Studies shall be prescribed by the Statutes.
- (3) Members of Boards of Studies shall hold office for a period of three years from the date of their entering into office.
29. *Student's Council.*-(1) There shall be a Students' Council in the University.
- (2) The Students' Council shall consist of the following members, namely:-

Ex-officio Members

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

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

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

- (d) The Director, National Cadet Corps.
- (e) The Officer-in charge of the National Service Scheme in the University.
- (f) The Director of Physical Education.
- (g) The Director of Youth Affairs who shall be the Vice-Chairman of the Council.

Elected Members

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

Other Members

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

- (3) A member nominated by the Vice-Chancellor in consultation with the Chairman of the University Union from among the elected Student members of the Council shall be the Secretary to the Council.
 - (4) The members of the Student's Council other than ex-officio members shall hold office for a term of one year from the date of their election or nomination, as the case may be.
30. *Powers and duties of Student's Council-* (1) Subject to the provisions of this Act and the Statutes, the Students' Council shall have the following powers, duties and functions, namely:-

- (a) to make recommendations to the Syndicate and to the Academic Council in matters affecting the academic work of the students, such as the structure of courses and pattern of institution, the corporate life of the University in so far as it concerns the students, and the co-curricular and extra-curricular activities in the University;
- (b) to make suggestions to the syndicate and Academic Council in respect of all rules relating to discipline or welfare of the students, sports, working of literary and other societies, management of hostels, student homes and non-resident student centres, extension work, social work, students' health, National Service Scheme and National Cadet Corps and such other matters as may be specified in the Statutes;
- (c) to communicate its view, observations and recommendations to any authority of the University in respect of any matter which concerns the students :

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

- (d) to take such steps as are necessary for the general welfare of students;
- (e) to exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act or the Statutes, Ordinances or Regulations,

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

31. *Finance Committee.* - (1) There shall be a Finance Committee to give advice to the University on any question affecting its finances.

- (2) The Finance Committee shall consist of the following members, namely:-
 - (a) the Vice- Chancellor who shall be the Chairman;

- (b) the Pro-Vice-Chancellor, if any;
 - (c) one member elected by the members of the Senate from among themselves;
 - (d) one member elected by the Members of the Syndicate from among themselves;
 - (e) one member elected by the Members of the Academic Council from among themselves;
 - (f) The Finance Secretary to Government or an officer not below the rank of Joint Secretary nominated by him;
 - (g) the Secretary to Government, Higher Education or an Officer not below the rank of Joint Secretary nominated by him.
- (3) The Finance Officer shall be the Secretary of the Finance Committee.
- (4) The powers and functions of the Finance Committee and its procedure in financial matters, including the delegation of its powers, shall be prescribed by the Statutes.
32. *Other authorities of University.*- The constitution, powers and duties of such other authorities as may be declared by the Statutes to the authorities of the University, shall be prescribed by the Statutes.
33. *Disqualifications for membership.* (1) No person shall be qualified for election or nomination or appointment as a member of any of the authorities of the University or for continuing as such member, if he-
- (a) is below twenty-five years of age; or
 - (b) is of unsound mind or a deaf-mute; or
 - (c) is an undischarged insolvent; or
 - (d) has been convicted by a court of law of an offence involving moral delinquency; or
 - (e) has been debarred by any University from appearing in examinations, for malpractices in connection with any examination:
- Provided that clause (a) shall not apply to a person elected or nominated in the capacity of a student to any of the said authorities:
- Provided further that the disqualification of a person under clause (e) shall cease on the expiry of the period for which he has been debarred.
- (2) If any question arises as to whether any person is disqualified under sub-section (1), the question shall be referred to the Chancellor and his decision thereon shall be final.

CHAPTER V

Statutes, Ordinances, Regulations Rules and Bye-Laws

34. *The Statutes-* Subject to the provisions of this Act, the Statute may provide for all or any of the following matters, namely:-
- (a) the powers and duties of the Officers of the University, not specifically provided for in this Act;
 - (b) the constitution, powers and duties of the authorities of the University, not specifically provided for in this Act;
 - (c) the procedure for election of members of the Senate, the Syndicate, the Council and other authorities of the University and all such other matters relating to these bodies, as may be necessary or desirable to provide;
 - (d) award of degrees, diplomas; titles, certificates and other academic distinctions by the University;
 - (e) the withdrawal or cancellation of degrees, diplomas, titles, certificates and other academic distinctions;
 - (f) the maintenance of a register of registered graduates;
 - (g) the holding of convocations to confer degrees;
 - (h) the conditions and procedure for affiliation of colleges;
 - (i) conferment of honorary degrees;
 - (j) the maintenance of the accounts and the preparation and passing of the annual budget of the University;
 - (k) all other matters which by this Act are to be, or may be, prescribed by Statutes,.
35. *Procedure for making Statutes:-*(1) The Senate may of its own motion take into consideration the draft of a Statute:
- Provided that, in any such case, before the statute is passed, the Senate shall obtain and consider the opinion of the Syndicate.
- (2) The Syndicate may propose to the Senate the draft of any Statute for consideration and such draft shall considered by the Senate at its next meeting.
 - (3) The Senate may approve the draft of a Statute proposed by the Syndicate and pass the Statute or may reject it or return it to the

Syndicate for reconsideration, either in whole or in Part together with amendments which the Senate may suggest.

- (4) After any draft returned by the Senate under sub- Section (3) has been further considered by the Syndicate, together with any amendment suggested by the Senate, it shall be again presented to the Senate with the report of the Syndicate thereon, and the Senate may then deal with the draft in any manner it thinks fit.
 - (5) Where any Statutes has been passed by the Senate, it shall be submitted to the Chancellor who may refer the Statute back to the Senate for further consideration or assent thereto or withhold his assent.
 - (6) No Statute passed by the Senate shall be valid or come into force until assented to by the Chancellor.
 - (7) The Syndicate shall not propose the draft of a Statute or of an amendment to a Statute affecting the status, powers or constitution of any authority of the University until such authority has been given an opportunity of expressing an opinion upon the proposal; and any opinion so expressed shall be in writing and shall be considered by the Senate.
 - (8) No Statute providing for the conditions for, or procedure relating to, the affiliation of private colleges shall be passed by the Senate without the previous approval of the Government.
36. *Ordinances*:-Subject to the provisions of this Act and the Statutes the Syndicate shall have power to make Ordinances providing for all or any of the following matters, namely:-
- (a) the levy of fees in colleges and other institutions, by the University;
 - (b) the residence and discipline of students;
 - (c) the work load and pattern of teaching staff in Colleges;
 - (d) the fixation of the scales of pay of various posts in the University and the terms and conditions of service of officers of the University; and
 - (e) all other matters which by this Act or the Statutes are to be, or may be, provided for by the Ordinances.
37. *Procedure for making Ordinances*:- (1) All Ordinances made Under this Act shall have effect from such date as the Syndicate may direct, but

every Ordinance so made and the repeal of any Ordinance shall be laid before the Senate during its next succeeding meeting.

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

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

- (2) All such rules, by-laws and orders shall have effect from such date as the Syndicate may direct; but every such rule, bye-law or order shall be submitted to the Senate during its next succeeding meeting.
 - (3) The Senate shall have power to cancel or modify any such rule, bye-law or order.
41. *Publication in the Gazette.*- All Statutes Ordinances and Regulations made under this Act shall be published in the Gazette.

CHAPTER VI

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

42. *Election of members to the Senate, Syndicate and other bodies of the University.* - The election of members to the Senate, the Syndicate and other bodies of the University shall be held in accordance with the system of proportional representation by means of the single transferable vote and in accordance with the procedure prescribed by the Statutes, and the voting at such elections shall be by secret ballot.
43. *Filling up of vacancies.* - (I) All vacancies among the members (other than ex-officio members) of any authority or body of the University by reason of death, resignation or otherwise shall be filled, as soon as may be, by the person or authority who or which appointed, elected or nominated the member whose place has become vacant.
- (2) Any person appointed, elected or nominated under subsection (1) shall hold office as member so long only as the member in whose place he is appointed, elected or nominated as the case may be, would have been entitled to hold office if the vacancy had not occurred.

44. *Resignation or removal of members of any authority or body.*- (I) Any member of any authority or body of the University may resign his office by letter addressed to the Registrar.
- (2) The Senate may, on the recommendation of not less than two thirds of the number of members of the Syndicate, remove the name of any person convicted by a court of law of any offence involving moral delinquency or punished by the University for malpractice connected with any University examination from the register of registered graduates or remove any such person from membership or any authority or body of the University and for the same reason may withdraw any degree or diploma conferred on or granted by the University.
 - (3) The Senate may also remove any person from the membership of any authority or body of the University if he becomes of unsound mind or a deaf-mute or has applied to be adjudicated or has been adjudicated an insolvent.
 - (4) If an elected member of any authority or body of the University fails to attend three consecutive meetings of that authority or body he shall cease to be a member of such authority or body and thereupon the Registrar shall intimate him that he has ceased to be such member:

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

CHAPTER VII

Finance

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

Provided that separate accounts may be maintained for specific purposes.

- (2) All moneys in the Kerala University Fund shall be lodged in the Government Treasury or with the approval of the Government in the State Bank of India or its subsidiaries upto such limits as may be fixed by the Government.
 - (3) The University may invest such part of the moneys in the Kerala University Fund, as it may deem fit, in Government securities or securities guaranteed by the Government of India.
 - (4) The custody of the Kerala University Fund, the payment of moneys therein, the withdrawal of moneys therefrom and all other ancillary matters shall be regulated by the Statutes, Ordinances, Rules and Bye-laws made in that behalf.
46. *Grants from Government* - (1) The University shall receive as grants for its maintenance such sums subject to such conditions as may be fixed by the Government from time to time.
- (2) The Government may pay to the University such other grants, subject to such conditions as they think fit, for specific purposes.
47. *Annual estimates of income and expenditure.*-(1) The Syndicate shall prepare the financial estimates of the income and expenditure of the University for the next ensuing year before such dates as may be prescribed by the Statutes, and forward the same together with a memorandum conveying explanatory notes thereon to the Senate for consideration.
- (2) The Senate shall consider the financial estimates at its annual meeting and shall approve it, either without alterations or with such alterations as it may think fit.
48. *Annual Accounts.*- (1) The annual accounts of the University shall be prepared under the directions of the Syndicate and shall be submitted to the Government for audit.
- (2) The annual accounts together with the audit report thereon shall be published by the Syndicate and copies of such accounts and audit report shall be placed before the Senate and submitted to the Government.

- (3) the annual accounts shall be considered by the Senate at its annual meeting, and the Senate may pass resolutions with reference thereto and communicate the same to the Syndicate which shall take action in accordance therewith.
49. *Annual Report.*- (I) The annual report of the University shall be prepared under the direction of the Syndicate and shall be presented to the Senate for its review on or before such date as may be prescribed by the Statutes.
- (2) The Senate may pass resolutions on the annual report and communicate the resolutions to the Syndicate.
- (3) The Syndicate shall inform the Senate of the action taken by it on the resolutions passed by the Senate under sub-section (2) and shall submit a copy of the annual report together with a copy of the resolutions, if any, of the Senate under sub-section (2) to the Government.
- (4) The Government shall, as soon as the annual accounts and annual report are received, cause the same to be laid on the table of the State Legislative Assembly.
50. *Audit of accounts of the University.*-(1) The Government shall appoint auditors to the accounts of the University and the institutions under the management of the University.
- (2) The auditors shall maintain a continuous audit of the accounts of the University and may, after giving due intimation, conduct local audit of any institution under the management of the University.
- (3) The University shall bear the cost of the audit as fixed by the Government.
- (4) After completing the audit for a year or for any shorter period or for any transaction or series of transactions, the auditors shall send a report to the University and a duplicate copy thereof to the Government.
- (5) The auditors shall specify in the report under sub-section (4) all cases of irregular, illegal or Improper expenditure or of failure to recover moneys or other property due to the University or of any loss or waste of money or other property thereof caused by neglect or misconduct of the officers and authorities of the University.

- (6) The auditors shall also report on any other matter relating to the accounts of the University as may be required by the Government.
- (7) The University shall forthwith remedy any defect or irregularity pointed out by the auditors and report the action taken to the Government.

CHAPTER VIII

Private Colleges and Affiliation of Colleges

51. *Definitions.* In this Chapter,- (a) "corporate management" means an educational agency which manages more than one private college;
- (b) "unitary management" means an educational agency which manages a private college;
52. *Governing body for private college under unitary management.*- (I) A unitary management shall constitute, in accordance with the provisions of the Statutes, a governing body consisting of the following members, namely:-
- (a) The Principal of the private college;
 - (b) the Manager of the private college;
 - (c) a person nominated by the University in accordance with the provisions in that behalf contained in the Statutes;
 - (d) a person nominated by the Government;
 - (e) a person elected in accordance with such procedure as may be prescribed by the Statutes, by the permanent Teachers of the private college from among themselves;
 - (f) the Chairman of the College Union;
 - (g) a person elected in accordance with such procedure as may be prescribed by the Statutes, by the permanent members of the non-teaching staff of the private college from among themselves; and
 - (h) not more than six persons nominated by the unitary management.
- (2) The Manager of the private college shall be the Chairman of the governing body.
- (3) It shall be the duty of the governing body to advise the unitary management in all matters relating to the administration of the

private college, in accordance with the provisions of this Act and the Statutes, Ordinances, Regulations, rules, bye-laws and orders made there under.

- (4) The decisions of the governing body shall be taken at meetings on the basis of simple majority of the members present and voting.

53. *Managing Council for private colleges under corporate management.-*

(I) A corporate management shall constitute a Managing Council for all the private colleges under its management, consisting of the following members, namely:-

- (a) one Principal by rotation in such manner as may be prescribed by the Statutes;
 - (b) the Manager of the private colleges;
 - (c) a person nominated by the University in accordance with the provisions in that behalf contained in the Statutes;
 - (d) a person nominated by the Government;
 - (e) two persons elected in accordance with such procedure as may be prescribed by the Statutes, by the permanent teachers of all the private colleges; from among themselves;
 - (f) a person elected by the Chairman of the College Unions of all the private colleges, from among themselves;
 - (g) one person elected in accordance with such procedure as may be prescribed by the Statute, by the permanent members of the non-teaching staff of all private colleges from among themselves; and
 - (h) not more than fifteen persons nominated by the corporate management.
- (2) The Manager of the private colleges shall be the Chairman of the Managing Council.
- (3) It shall be the duty of the Managing Council to advise the corporate management in all matters relating to the administration of the private colleges, in accordance with the provisions of this Act and the Statutes, Ordinances, Regulations, rules, bye-laws and orders made there under.

- (4) The decisions of the Managing Council shall be taken at meetings on the basis of simple majority of the members present and voting.
54. *Appointment of Manager* -(I) A unitary management or corporate management shall appoint a manager for the private college or for all the private colleges, as the case may be, under its management within the University area.
- (2) The appointment or removal of the manager shall be intimated to the University by the unitary management or the corporate management, as the case may be.
- (3) It shall be the duty of the manager to give effect to the decisions of the unitary management or the corporate management, as the cases may be.
- (4) The manager shall exercise such powers and discharge such duties as may be delegated to him by the unitary engagement or the corporate management as the case may be.
- (5) Suits by or against a private college shall be instituted by or against the manager thereof.
- (6) If the Manager of a private college is guilty of mismanagement, malpractice, corruption or mal administration, gross negligence of duty or disobedience of instructions issued by the Government or the University or is convicted for an offence involving moral turpitude the Vice-Chancellor may, after giving the manager a reasonable opportunity to show cause against the action proposed to be taken against him and after due enquiry declare him unfit to hold the office of manager and require the unitary management or the corporate management, as the case may be, to appoint a suitable person as manager.
- (7) Failure on the part of the manager or the management to obey the instructions issued by the University or the Government in regard to matters relating to the administration of the private college and the continuance in office of a person declared unfit under Subsection (6) shall be deemed to be sufficient cause for taking steps for the withdrawal of the aid, grant or affiliation of the private college.
55. *Acts or proceedings of governing body or managing council not to be invalidated:-* No act or proceeding of a governing body or managing council shall be invalidated merely by reason of-

- (a) any vacancy in, or any defect in the constitution of, the governing body or managing council; or
 - (b) any defect in the appointment of a person acting as a member of the governing body or managing council; or
 - (c) any irregularity in the procedure of the governing body or managing council not affecting the merits of the case.
56. *Affiliation of Colleges.* - (1) An application for affiliation to the University of any college²⁷ [or for affiliation in new courses in any affiliated college] shall be sent by the educational agency to the Registrar within such time and in such manner as may be prescribed by the Statutes.
- ²⁸[(2) The terms and conditions of affiliation of a college or of affiliation in new courses in an affiliated college and the procedure to be followed by the Syndicate in granting such affiliation, including the period within which the Syndicate shall consider an application under sub-section (I), shall be prescribed by the Statutes:
- Provided that the Chancellor may, by notification in the Gazette, for reasons to be specified in the notification, extend the period within which the Syndicate shall consider any application under sub-section (I) whether such period has already expired or not, by such further period, not exceeding one year, as may be specified in such notification.]
- (3) Without prejudice to the generality of the provisions of sub-section (2), Statutes may provide for the pattern of staff, scales of pay and terms and conditions of service of members of the staff and admission and selection of students for courses and examinations.
57. *Appointment of teachers in private colleges.*⁻²⁹ [(I) Appointments to the posts eligible to receive salary from the Government shall be made only against posts sanctioned by the Government or by such officers as may be authorized by the Government.]
- ³⁰[(1A)] Appointments to the lowest grade of teacher in each department of a private college shall be made by the educational agency by direct recruitment on the basis of merit.

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

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

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

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

- (2) Appointment of principals shall be made by the educational agency by promotion from among the teachers of the college or of all the colleges, as the case may be, or by direct recruitment.
 - (3) Where the appointment of principal is made by promotion, the educational agency shall make the appointment on the basis of seniority- cum-fitness.
 - (4) Appointments to the posts, other than those referred to in ³¹[sub-section (IA)] and (2), shall be made by the educational agency by promotion from among the teachers of the college or of all the colleges, as the case may be, on the basis of seniority-cum-fitness, or, if none among them is fit for promotion, by direct recruitment.
 - (5) For making appointment under this section by direct recruitment the post shall be advertised in such manner as may be prescribed by the Statutes.
- ³² [(6) Notwithstanding anything contained in this Act, the Statutes, Ordinances and Regulations made thereunder,-
- (a) a person appointed as teacher in a private college in a temporary vacancy on or after the 14th day of March 1974 and continuing as such, shall be appointed as teacher in any permanent vacancy or any temporary vacancy of longer duration that may arise, after such appointment in the temporary vacancy, in the private College or, as the case may be, any of the private colleges under the management of the educational agency within the University area;
 - (b) a teacher relieved from a private college on or after the 14th day of March, 1974 due to the abolition of a course of study in that private college or the cessation of the period for which he was appointed or for any other reason except disciplinary action against him shall be given preference in the matter of, future appointments in the private college or, as the case may be, any of the private Colleges under the management of the educational agency within the University area.
 - (c) Any dispute arising or pending between the management of a private college and the teacher of that College, in respect of any

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

32 Substituted by Act 17 of 1989, w. e. f. 6-5-1989.

matter coming under clause (a) or (b) shall be decided in accordance with the provisions of this Act and the Statutes made thereunder.

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

- (7) The educational agency shall not abolish a course of study in a private college without the prior approval of the University.
 - (8) Every appointment under this section shall be made by a written order of the manager in such forms as may be prescribed by the Statutes, communicated to the person to be appointed, with copy to the University.
 - (9) Every appointment under this section shall be reported to the University for approval.
 - (10) Any person aggrieved by any appointment under this section may appeal to the Appellate Tribunal.
58. *Qualifications of Teachers.* - Teachers of colleges shall possess such qualifications as may be prescribed by the Regulations.
- (2) Notwithstanding anything contained in any law or in any judgment, decree or order of any court or other authority, any decision or order exempting any teacher from possessing the prescribed qualifications or approving the appointment of any teacher who did not possess the prescribed qualifications or allowing any teacher who did not possess the prescribed qualifications to continue in service, made by any authority or officer before the commencement of this Act shall be deemed to have been made by the authority competent to make such decision or order under this Act as if this Act had been in force at the time when such decision or order was made and accordingly all such decisions and orders shall be, and shall be deemed always to have been, valid and in accordance with law.
59. *Probation* (1) Teachers of private colleges shall be of probation for a period of one year within a period of two years:

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

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

- (2) Notwithstanding anything contained in any contract or other document, any teacher working in a substantive vacancy at or after the commencement of this Act shall be deemed to be on probation for the purposes of sub-section (1)
- (3) The educational agency may, at any time before the prescribed period of probation, terminate the probation of the probationer for want of vacancy and discharge him from service if he was appointed by direct recruitment or revert him to his original appointment if the appointment to the new post was by transfer or promotion.
- (4) Any probationer discharged or reverted under under-section (3) shall be given preference in the matter of future appointments to the same post.
- (5) On satisfactory completion of probation, the educational agency shall confirm the teacher in the post and if the Vacancy is not a substantive vacancy, the teacher shall be allowed to Continue in the post for the duration of the vacancy.
- (6) If, on the expiry of the prescribed period of probation, the educational agency decides that the teacher is not suitable for continuance in the post in which he is appointed, it shall discharge him from service or revert him to his original appointment, as the case may be after giving him a reasonable opportunity of showing cause against the action Proposed to be taken in regard to him.
- (7) Where the post held by the Probationer is Substantively vacant and before the expiry of one month from the prescribed period of probation he is not confirmed under sub-section (5) or is not discharged or reverted under sub-section (6), he shall be deemed to have been confirmed in that post.
- (8) A probationer who is discharged or reverted under sub-station (6) or Who is discharged Or reverted before the prescribed period or probation otherwise than on the ground of want of vacancy shall be entitled to appeal aganist the order of discharge or reversion to the Appellate Tribunal and the provisions of section 60 shall, the mutatis mutandis apply to such appeals.

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

- (1) Notwithstanding anything contained in any law or in any contract or other document, the Conditions of service of teachers of private colleges, whether appointed before or after the commencement of this Act, including conditions relating to pay, pension, provident fund, gratuity, insurance and age of retirement, shall be such as may be prescribed by the Statutes.
- (2) No teacher of a private college shall be kept under suspension by the educational agency except when disciplinary proceedings are initiated against him.
- (3) When a teacher of a private college is suspended for a period exceeding fifteen days, the matter, together with the reasons for the suspension, shall be reported to the Vice-Chancellor.
- (4) Any disciplinary proceedings initiated under sub-section (2) shall be completed within a period of three months or within such further period as may be allowed by the Vice-Chancellor after hearing the parties concerned.
- (5) Any person aggrieved by an order of the Vice-Chancellor under Sub-section (4) may, within a period of thirty days from the date of receipt of order by him, appeal to the Appellate Tribunal.
- (6) No disciplinary action shall be taken against a teacher with out giving him a reasonable opportunity of showing cause against the action proposed to be taken against him.
- (7) Any teacher aggrieved by an order passed after the commencement of this Act in any disciplinary proceeding taken against him may, within sixty days from the date on which a copy of such order is served on him or within Sixty days after the Appellate Tribunal has been constituted under his Act, whichever period expires later, appeal to the Appellate Tribunal and the Appellate Tribunal may, after giving the parties an opportunity of being heard, and after such further inquiry as may be necessary, pass Such order thereon as it may deem fit, including an order of reinstatement of the teacher concerned:

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

- (8) Any order passed by the Appellate Tribunal under sub-section (7) may be executed through the subordinate Judge's Court having jurisdiction over the area in which the private college is situate as if it were a decree passed by that Court.
 - (9) Any person who objects to an order passed by the Appellate Tribunal under sub-section (7) may, within sixty days from the date on which a copy of such order is served on him, prefer a petition accompanied by court fee stamps of the value of ten rupees to the High Court on the ground that the Appellate Tribunal has either decided erroneously, or failed to decide, any question of law.
 - (10) The provisions of section 5 of the Limitation Act, 1963, shall be applicable to any proceedings under Sub-section (9).
 - (11) The High Court shall, after giving the parties an opportunity of being heard, pass such order on the petition, as it deems fit.
 - (12) Where the High Court passes any order under Sub-section (11) the Appellate Tribunal shall amend the order passed by it in conformity with the order of the High Court.
61. *Past disputes relating to service conditions of teachers:-* Notwithstanding anything contained in any law for the time being in force, or any contract, or in any judgment, decree or order of any court or other authority,-
- (a) any dispute between the management of a private college and any teacher of that college relating to the conditions of service of such teacher pending at the commencement of this Act shall be decided under and in accordance with the provisions of this Act and the Statutes made thereunder;
 - (b) any dispute between the management of a private college and any teacher of that college relating to the conditions of service of such teacher, which has arisen after the 1st day of August, 1967, and has been disposed of before the commencement of this Act shall, if the management or the teacher applies to the Appellate Tribunal in that behalf within a period of thirty days from such commencement, be reopened and decided under and in accordance with the provisions of this Act and the Statutes made thereunder as if it had not been finally disposed of.

62. *Membership of local authorities etc.*- (1) A teacher of a private college shall not be disqualified for continuing as such teacher merely on the ground that he has been elected or nominated as a member of a local authority or of the Legislative Assembly of the State or of Parliament.
- (2) A teacher elected or nominated as a member of the Legislative Assembly of the State or of Parliament shall be entitled to treat the period of his membership of the Legislative Assembly or of Parliament as on leave without salary and allowances.
- (3) A teacher referred to in Sub-section (2) shall also be entitled to count the period of his membership of the Legislative Assembly or of Parliament for the purposes of pension, seniority and increments.
63. *Non-teaching staff of private colleges.*- The provisions of this Chapter shall, so far as may be, apply to the non-teaching staff of the private colleges. Subject to this, their method of appointment, pay and other conditions of service shall be such as may be prescribed by the Statutes.
64. *Transfer of teachers to other Universities.*- (1) Where an educational agency has colleges under the jurisdiction of the Kerala University and also under the jurisdiction of the Calicut University, the educational agency shall within three months of the commencement of this Act or within such further period, not exceeding three months, as may be granted by the Government for sufficient reason, prepare a seniority list of the teachers of all such colleges.
- (2) After the preparation of the list under Sub-section (1), the educational agency shall give a right of option to the teachers as to the University under the jurisdiction of which he opts to remain and the teachers shall be allotted to each University area in accordance with such option.

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

- (3) Any teacher aggrieved by any entry in the list prepared under sub-section (1) or by the allotment under sub-section (2) may appeal to the Government within sixty days from the date of

Communication of the list or order of allotment to him, and the decision of the Government thereon shall be final.

- (4) Where a teacher is allotted to a University area under this section, he shall not be transferred to a college affiliated to any other University.
 - (5) Nothing contained in this section shall apply in respect of Principals of private College.
65. *Constitution of Appellate Tribunal* -(1) The Government shall constitute an Appellate Tribunal for the purposes of this Act.
- (2) The Appellate Tribunal shall be a judicial officer not below the rank of District Judge nominated by the Chancellor in consultation with the High Court.
 - (3) The term of Office of the Appellate Tribunal shall be three years from the date of its nomination.
 - (4) The Appellate Tribunal shall have the power to make regulations consistent with the provisions of the Act with the previous sanction of the Government for regulating its procedure and disposal of its business. The regulations so made shall be published in the Gazette.
 - (5) The remuneration and other conditions of service of the Appellate Tribunal shall be such as may be prescribed by rules.
66. *Bar of jurisdiction of civil courts*:- No civil court shall have jurisdiction to settle, decide, or deal with any question or to determine any matter which is by or under this Act required to be settled, decided or dealt with or to be determined by any authority or person under this Act.
67. *Private colleges to comply with provisions of Chapter within six months*.- All private colleges existing in the University area immediately before the commencement of this Act and affiliated to the University shall, within a period of six months from such commencement, comply with the provisions of this Chapter.
68. *Colleges not complying with provisions of this Act*.- (1) If the Syndicate is satisfied that any private college has not complied with any provision contained in this Act, or in the Statutes, Ordinances, Regulations, bye-laws, orders or rules, it may recommend to the Government for Withholding or discontinuing aid or grant or it may disaffiliate the college from the University :

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

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

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

³³[CHAPTER VIII A]

Un-aided Colleges

69. *Special provisions in respect of un-aided colleges:-* Notwithstanding anything contained in this Act, or the Statutes, Ordinances, Regulations, rules, bye-laws or orders.-
- (a) the scales of pay and other conditions of service of the teaching and non-teaching staff of un-aided colleges; and
- (b) the admission and selection of and the fees payable by students in such colleges, shall be determined from time to time, by the Government on the basis of the recommendations of a Committee constituted by the Government consisting of-
- (i) One of the Vice-Chancellors of the Universities in the State nominated by the Government;
- (ii) the Secretary to Government, Higher Education Department (who shall be the Convener of the Committee); and
- (iii) the Director of Collegiate Education.

CHAPTER IX

Miscellaneous

69. [*****]³⁴

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

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

34 Ommitted by Act 11 of 1975, w. e. f. 6-5-1975.

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

- (2) The Government shall, before taking any action under sub-section (1), give notice to the University of their intention to cause such inspection or inquiry to be made and the University shall be entitled to be represented thereat.
- (3) The Government shall communicate to the Syndicate the result of any inspection or inquiry made under sub-section (1) and may, after ascertaining the opinion of the Syndicate thereon, convey their views to the Senate and to the Syndicate.
- (4) The Government may, after considering the views of the Senate and the Syndicate on the result of any inspection or inquiry under sub-section (1), advise the University upon the action to be taken in the matter.
- (5) The Syndicate shall report to the Government the action, if any, which is proposed to be taken, or has been taken, upon the result of any inspection or inquiry under sub-section (1).
- (6) A report under sub-section (5) shall be Submitted with the opinion of the Senate thereon and within such time as the Government may direct.
- (7) Where the Senate or the Syndicate does not, within a reasonable time, take any action referred to in sub-section (4) to the satisfaction of the Government, the Government may, after considering any explanation furnished, or representation made, by the Senate or the Syndicate in the matter, issue such directions as they may think fit, and the Senate and the Syndicate shall comply with such directions.

71. *Appointment of Commission to inquire into the working of University.*-
 (1) The Government may at any time and shall, at the expiration of ten year; from the commencement of this Act and thereafter at the expiration of every ten years, by order published in the Gazette, constitute a Commission which shall consist of a Chairman and such other members

not exceeding five as the Government may appoint, and such order shall define the procedure to be followed by the Commission.

- (2) The Commission constituted under sub-section (1) shall inquire into and report on-
 - (i) the working of the University during the period to which the inquiry relates;
 - (ii) the financial position of the University including the financial position of its colleges and departments;
 - (iii) any change to be made in the provisions of this Act or the Statutes, Ordinances, rules and bye-laws made thereunder with a view to bringing about improvements in the affairs of the University; and
 - (iv) Such other matters as may be referred to it by the Government, and make such recommendations to the Government as it thinks fit.
- (3) On receipt of the report and the recommendations of the Commission under sub-section (2), the Government shall forthwith refer such report and recommendations to the Senate for consideration and report.
- (4) Immediately after the Senate has considered the report and the recommendation of the Commission and submitted its report to the Government, the Government shall consider the report of the Senate and pass such orders thereon as they think fit and shall also cause the same to be published in the Gazette.

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

- (2) Every rule made under this section shall be laid, as soon as may be after it is made, before the Legislative Assembly While it is in session for a total period of fourteen days which may be comprised in one session or in two successive sessions, and if, before the expiry of the session in which it is so laid or the session immediately following, the Legislative Assembly agrees in making any modification in the rule or the Legislative Assembly agrees that

the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

73. *Conditions of service.*- (1) Save as otherwise provided by or under this Act, every salaried officer and teacher of the University shall be appointed by a written order.
- (2) The written order referred to in sub-section (1) shall be lodged with the Registrar and a copy thereof shall be furnished to the officer or teacher concerned.
- (3) Any dispute between any officer or teacher of the University and the University shall, on the request of the University or the officer or teacher concerned, be referred to the Appellate Tribunal for decision, and there upon, the provisions of section 65 and the regulations made by the Tribunal under the said section shall mutatis mutandis apply to the decision of such disputes.
74. *Pension, insurance and provident fund.*- With the previous approval of the Government, the University shall make appropriate provisions for the benefit of its officers, teachers and other servants under its control in matters of insurance, pension and Provident Fund and for such other benefits as it may deem fit, in such manner as may be prescribed by the Ordinances.
75. *Proceedings of the University and bodies not to be invalidated by vacancies.*- No act or proceeding of the Senate, the Syndicate, the Academic Council or other body constituted under this Act or the Statutes or the Ordinances shall be deemed to be invalid merely by reason of any vacancy in the body doing or passing it, at the time any such act or proceeding is done or passed.
76. *Proceedings of the Senate, Syndicate and Academic Council.*- The Registrar shall forward to the Government within one month of the date of any meeting of the Senate or the Syndicate or the Academic Council copies of the proceedings of such meeting,
77. *Dispute as to the constitution of University authority or body.*- If any question arises regarding the interpretation of any provision of this Act, or of any Statute, Ordinance, Regulation, rule, bye-law or order or as to

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

78. *Report on affiliated collages.*- The Vice-Chancellor shall, at the end of every four years from the commencement of this Act, submit a report to the Government on the conditions of affiliated colleges.
79. *Protection of acts and orders.*- All acts and orders duly and in good faith done or passed by the University or any of its authorities, bodies or officers, shall be final; and no suit shall be instituted against, or damage claimed from, the University or its authorities, bodies or officers for anything purporting to be done in pursuance of this Act and the Statutes, Ordinances, Regulations, Rules, Bye-laws or Orders made thereunder.
80. *Institutions affiliated to University.* - (1) All Colleges existing in the University area immediately before the commencement of this Act shall stand affiliated to the University.
- (2) The Government may, at any time, transfer to the University any institution subject to such terms and conditions as may be agreed upon between the Government and the University as regards its future: maintenance and control.

³⁵ [80A. *Duty of teachers, etc., in connection with University Examinations.* (1) It shall be the duty of a teacher or a member of the non-teaching staff of an affiliated college or an officer, teacher or other employee of the University to do any work in connection with an examination conducted by the University which is required by the competent officer or authority of the University to do.

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

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

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

- (3) An order of forfeiture under sub-section (2) shall be made.-
- (a) in the case of a teacher or a member of the non-teaching staff of an affiliated college, by the officer authorised under clause (a) of the said sub-section; and
- (b) in the case of an officer, teacher or other employe of the University, by the Vice-Chancellor.
- (4) No order of forfeiture shall be made under sub-section (3) without giving the person who may be affected thereby an opportunity of being heard.
- (5) Any person aggrieved by an order referred to in subsection (4) may, within sixty days from the date on which a copy of such order is served on him, appeal to the Appellate Tribunal, and the Appellate Tribunal may, after giving the parties an opportunity of being heard and after further inquiry as may be necessary, pass such order thereon as it deems fit.

81. [* * * * *]³⁶

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

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

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

- (2) Notwithstanding anything contained in section 65, the Appellate Tribunal constituted under the Kerala University Act, 1969 and existing at the commencement of this Act shall, till the date on which the members thereof would have held office if this Act had not been passed, be deemed to have been constituted under this Act.
 - (3) The Statutes, Ordinances, Regulations, Rules, Bye-laws and Orders in force immediately before the commencement of this Act shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force until they are replaced by the Statutes, Ordinances, Regulations, Rules, Bye-laws or Orders framed under this Act.
 - (4) All properties, all rights of whatever kind, used, enjoyed or possessed by and all interests of whatever kind owned by or vested in or held in trust by or for the University of Kerala constituted under the Kerala University Act, 1969 and all liabilities legally subsisting against the said University, which have not passed on to the Calicut University on the basis of area-wise or purpose-wise division, shall pass to the University constituted under this Act.
83. *First Statutes and Ordinances.* - Notwithstanding anything contained in this Act, the first Statutes and the first Ordinances of the University shall be made by the Government.
84. *Repeal:-* The Kerala University Act, 1969 (9 of 1969), is hereby repealed.

NOTE I

Sections 4 (1) and 99 (1) of the Mahatma Gandhi University Act, 1985 (Act 12 of 1985) read as under:-

4. *Territorial limits.*- (1) The jurisdiction of the University shall extend to the Kottayam, Eranakulam and Idukki revenue districts, the Kuttanad Taluk of the Alleppey revenue district and the Kozhencherry, Mallappally, Thiruvalla and Ranni taluks of the Pathanamthitta revenue district of the State.
99. *Act 17 of 1974 not to apply.*- (1) Subject to the provisions of this section, the Kerala University Act, 1974 (17 of 1974) shall, with effect from the date of commencement of this Act cease to apply in respect of the areas to which the jurisdiction of the Mahatma Gandhi University extends.

NOTE II

The following provisions of the Kerala University Act, 1974 were struck down by the Kerala High Court as *ultravires* of the Constitution.

Section 54 (7), proviso to Section 59 (1), and section 62.

(Benedict Mar Gregorios Vs. State of Kerala) 1976 KLT 458

Section 60 (5) & (7)

(*Manager, St. Joseph's Training College Vs. University Appellate Tribunal*) 1980 KLT 67.



UNIVERSITY OF KERALA
(Abstract)

Institute of Distance Education - Starting of MBA course through IDE - Sanctioned - orders issued.

PLANNING 'F' SECTION

Pl.F3/11940/2001 Dated, Thiruvananthapuram, 26.11.2002.

- Read:
1. Letter dated 18.07.2001 from the Director, IDE
 2. Minutes of the meeting of the Steering Committee for MBA Course through IDE held on 02.08.2001.
 3. Minutes of the meeting of the Expert Committee held on 29.08.2002.
 4. Item No.82 of the minutes of the meeting of the Syndicate held on 07.11.2002.

ORDER

Vide paper read as paper (1) above the Director, IDE had submitted proposal for starting of the MBA course through IDE during the academic year 2002-03. In order to study the matter a Steering Committee was constituted and the Committee vide paper read as (2) recommended that the proposal be agreed to in principle and a sub committee be constituted to take up the follow up action. This Expert Committee vide paper read as (3) recommended that the MBA Programme through IDE may be started from the current academic year i.e. 2002-03.

Vide paper read as (4) the Syndicate considered and approved the minutes of the meeting of the Expert Committee for starting of MBA Course through IDE.

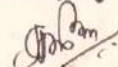
Orders are issued accordingly.

Sd/-
LAILA JOSE
DEPUTY REGISTRAR (P&D)
For Director (P&D)

To

1. The Director, Institute of Distance Education, University of Kerala, Kariavattom.
2. The Joint Registrar, Campus Admn. Kariavattom
3. Deputy Registrar, IDE, University of Kerala, Kvtm.
4. PS to VC/PVC
5. PA to Registrar
6. PA to Controller of Examinations
7. The Joint Registrar Admn./J.R Academic/JR Exam.II
8. Acad.A.II/III Sections
9. The Government Auditor
10. Audit, Kariavattom
11. Ac.L. Sn - for further necessary action
12. Stock file/file copy

Forwarded/By Order,



All India Council for Technical Education

(A Statutory body under Ministry of Education, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org



APPROVAL PROCESS 2022-23

Letter of Recommendation/NOC

F.No. South-West/2022-23/1-11342814401

Date: 30-May-2022

To,
The Vice Chancellor
UNIVERSITY OF KERALA
SENATE HOUSE CAMPUS, PALAYAM,
THIRUVANANTHAPURAM, THIRUVANANTHAPURAM,
Kerala, 695034

Sub: Letter of Recommendation Open and Distance Learning (ODL) / Online Learning (OL) 2022-23

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Education) (1st Amendment) Regulations, 2021 notified on 24th February 2021 and other notifications as applicable and published from time to time, I am directed to convey the approval to

Permanent Id	1-11342814401	Application Id	1-11342814401
Name of the Institution/University	UNIVERSITY OF KERALA	Name of the Society/Trust	NA
Institution/University Address	SENATE HOUSE CAMPUS, PALAYAM, THIRUVANANTHAPURAM, THIRUVANANTHAPURAM, Kerala, 695034	Society/Trust Address	, , Thiruvananthapuram, Kerala,
Institution/University Type	Government	Region	South-West

To conduct following Courses in ODL mode for the Academic Year 2022-23*

Sr. No.	Program	Level	Course	Center	Number of Seats
1	Management	POST GRADUATE	Master of Business Administration	Headquarter	1590

The university shall fulfill all the norms and requirements as mentioned in the All India Council for Technical Education (Open and Distance Learning Education & Online Education) Guidelines, 2021 Notified on 3rd March, 2021 and amended from time to time.

The University shall obtain necessary approval from University Grants Commission (UGC) as per the prescribed schedule and procedure.

The Administration/ Management of the University shall strictly follow further conditions as may be specified by the Council from time to time. The Council may withdraw the recommendation, in case it observes any violation of said ODL/OL regulations, mis-representation of facts and submitting factually incorrect information to it.

Note : Recommended

**Prof. Rajiv Kumar
Member Secretary, AICTE**

Copy to:

1. **Secretary, University Grants Commission**
2. **The Regional Officer,**
All India Council for Technical Education
Health Centre Building
Bangalore University Campus
Bangalore - 560 009, Karnataka
3. **Guard File(AICTE)**

Note: Validity of the Course details may be verified at <http://www.aicte-india.org/>

**** Copy of this letter will not be communicated through Post/Email. However, provision is made in the AICTE portal for downloading letter through Authorized login credentials allotted to concerned State Secretary / DTE/ Registrar.**

UNIVERSITY OF KERALA
(ABSTRACT)

Institute of Distance Education - Starting of B.C.A.
(Bachelor of Computer Applications), B.Sc. Computer
Science, B.Sc. Mathematics and Remuneration for preparing
lessons - and the fee structure - sanctioned Orders -issued.

PLANNING 'F' SECTION

No.P1.F3/5337/2000. Dated, Thiruvananthapuram, 19th October 2000.

READ:- Item No.55 Minutes of the meeting of the Syndicate
held on 11.10.2000 (Appendix XII).

O R D E R

The Syndicate at its meeting held on 11.10.2000
considered the proposal from the Director of Institute of
Distance Education and approved the following:-

- 1) To start B.C.A.(Bachelor of Computer Applications),
B.Sc. Computer Science and B.Sc. Mathematics.
- 2) The Fee structure of B.Sc. Mathematics.

<u>Tuition fee</u>	<u>I Year</u>	<u>II Year</u>	<u>III Year</u>
I instalment	Rs. 1,000/-	Rs. 1,000/-	Rs. 1,500/-
II instalment	Rs. 1,000/-	Rs. 1,000/-	Rs. 1,000/-
III instalment	Rs. 1,000/-	Rs. 1,000/-	Rs. 1,000/-

All other fee are as applicable to B.A./B.Com Course
in the Institute of Distance Education.

- 3) The Fee structure of B.C.A.(Bachelor of Computer Applications)
Bachelor of Computer Science

Annual Fees Rs.9,000/- to be remitted in two
instalments

	(Rs.6,000/- + Rs.3,000/- in two instalments)
Application fee	Rs. 100/-
Registration fee	Rs. 100/-
Affiliation fee	Rs. 200/-
Matriculation fee	Rs. 50/-
Recognition fee	Rs. 250/-
Exam. fee Annual	Rs. 600/-

No. of contact days 40 weeks x 2 = 80 days

No. of contact hours/paper 40

Total contact hours 40 x 5 = 200 hours

Practical 40 hours/lab paper

Total practical (contact) hours - 80 hours/year

4) Remuneration

Theory

for batches of 50 students

for theory contact class 200 hours x Rs.150/hr = Rs.30,000/-

Practical for a group of 10 students

80 hours x Rs.100/hr = Rs. 8,000/-

@ Rs.100/10student/hr.

Total remuneration for conducting classes for 50 students
(Theory + Practical) Rs. 70,000/-

Facilities for conducting classes and
practical for 50 students @ Rs.1000/
student/year

Rs. 50,000/-

Consumables(50 students/year)

Rs. 5,000/-

Total expenses(for 50 students)

Rs. 1,25,000/-

Administrative charges 100 students

Rs. 10,000/- p.a.

Co-ordinator

Rs. 1,000/- p.m.

Expenses for 100 students in the College

<u>I Year</u>	<u>II Year</u>	<u>III Year</u>
Rs. 2,72,000/-	Rs. 5,32,000/-	Rs. 7,92,000/-

Orders are issued accordingly.


Dr. D. SRIADEVA DAS
DIRECTOR (P & D)

To

1. The Director, Institute of Distance Education, Kariavattom
2. The P.S. to the Vice-Chancellor
3. The P.S. to the Pro-Vice-Chancellor
4. The P.A. to the Registrar/Finance Officer,
Controller of Examinations, Director (Planning & Development)
5. The Joint Registrar, Campus Administration,
Kariavattom/Joint Registrar, Academic
6. The Public Relations Officer
7. ACL Section for making necessary action
8. Deputy Registrar, Planning/Deputy Registrar, Academic
9. File copy
10. Stock file

ORDER

UNIVERSITY OF KERALA

MEETING OF THE SYNDICATE

DATE 11-10-2000

AGENDA ITEM, No 55

SUBJECT: Proposed fee structure for the BSc (Computer Science) and BSc (Maths) and BCA courses to be started in the I DE & Remuneration for preparing lessons

MINUTES ITEM No 55

RESOLUTION: The Syndicate considered the proposals from the Director, I DE regarding the courses to be started in the I DE along with proposed fee structure and remuneration for preparing lessons. Resol (See the proposed fee structure at Appendix XII). Resolved that the proposal be accepted

Son
18-10-2000

MINUTES OF THE MEETING OF THE SYNDICATE HELD ON 11.10.2000

Item No.55 Proposed fee structure for the B.Sc. (Computer Science) and B.Sc. (Mathematics) and BCA courses to be started in the Institute of Distance Education and Remuneration for preparing lessons—regarding.

The Syndicate considered the proposals from the Director, Institute of Distance Education regarding the courses to be started in the Institute of Distance Education along with proposed fee structure and remuneration for preparing lessons. (See the proposed fee structure at Appendix XII).

RESOLVED that the proposal be accepted.

(Plg. F)


16/10
REGISTRAR



UNIVERSITY OF KERALA
(Abstract)

OFFICE OF THE REGISTRAR
UNIVERSITY OF KERALA
THIRUVANANTHAPURAM - 34

1308
28 DEC 2019

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

ACADEMIC A. II. SECTION

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

Thiruvananthapuram, Dated : 28.12.2019.

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

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

ORDER

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

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

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

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

Orders are issued accordingly.

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

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SECTION OFFICER

UNIVERSITY OF KERALA
School of Distance Education

Master of Business Administration (MBA)
PROGRAMME PROJECT REPORT

a. Programme's mission & objectives

Mission

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

Objectives

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

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

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

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

c. Nature of prospective target group of learners

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

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

MBA (Semester I and II)

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

MBA (Semester III & IV)

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

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

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

1. Finance

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

2. Marketing

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

3. HRM

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

4. Operations Management

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

5. Systems

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

e) Instructional design

i) Curriculum design

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

ii) Programme details (syllabus)

I SEMESTER

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

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

II SEMESTER

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

		175	525	700
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III SEMESTER

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

IV SEMESTER

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

Note:

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

MBA PROGRAMME – ELECTIVES
I HUMAN RESOURCES MANAGEMENT

III Semester

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

IV Semester

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

II MARKETING MANAGEMENT

III Semester

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

IV Semester

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

III OPERATIONS MANAGEMENT

III Semester

3OM1 Supply Chain and Logistics Management

3OM2 Six Sigma and TQM

3OM3 Healthcare Management

3OM4 Services Operations Management

3OM5 Facilities and Locations Management

3OM6 Advanced Project Management

3OM7 Advanced Maintenance Management

IV Semester

4OM1 Business Process Reengineering

4OM2 World Class Manufacturing

4OM3 Technology Management and Excellence

4OM4 Strategic Operations Management

4OM5 Innovation Management and New Product Development

IV FINANCIAL MANAGEMENT

III Semester

3F1 Financial Markets and Services

3F2 Project Finance

3F3 Strategic Financial Management

3F4 International Finance

3F5 Behavioural Finance

3F6 Personal Finance

3F7 Security Analysis and Portfolio Management

IV Semester

4F Corporate Taxation

4F2 Management Control System

4F3 Financial Derivatives

4F4 Risk Management

4F5 Corporate Restructuring

V SYSTEMSMANAGEMENT

III Semester

3S1 Software Analysis and Design

3S2 Software Engineering

3S3 Software Project Management

3S4 Enterprise Resource Planning

3S5 Simulation for Managers

3S6 Social Media in Business

3S7 E-Business

IV Semester

4S1 Artificial Intelligence – Applications in Business

4S2 Knowledge Management

4S3 e- CRM

4S4 E- Governance

4S5 Business Intelligence and Data Warehousing

iii) Duration of the programme

Four Semesters, two years offered in the month of August

iv) Faculty and support staff requirement

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

v) Instructional delivery mechanism

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

vi) Student support service systems at SDE

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

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

f) Procedure for admissions, curriculum transaction and evaluation

i) Admission Procedure

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

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

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

ii) Minimum eligibility for admission

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

Fee Structure

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

i) Financial assistance

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

ii) Programme delivery

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

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

iii) Academic calendar

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

Examination and Result

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

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

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

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

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

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

External Evaluation 50 marks (by the University)

Criteria	Marks
Final Report	30
Mini project viva-voce	20
TOTAL MARKS	50

Internal evaluation 50 marks (by SDE)

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

Time-limit for the Completion of Programme

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

Classification of Successful Candidates

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

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

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

Project Report

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

Comprehensive Viva-voce

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

g) Requirement of the laboratory support and library resources

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

h) Cost estimate of the programme and the provisions

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

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

i) Quality assurance mechanism and expected programme outcomes

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

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

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

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


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


REGISTRAR
REGISTRAR


UNIVERSITY OF KERALA
School of Distance Education

Bachelor of Computer Applications (BCA)
PROGRAMME PROJECT REPORT

(a) Programme's Mission & Objectives

Mission

Mission of distance education is to provide affordable, accessible, effective learning opportunities for those students who because of time, geographic or other constraints could not attend traditional on-site regular classes. Keeping that in view, School Of Distance Education offers BCA degree to prepare the learners for manpower requirement of the fast developing IT/Software Industry.

Objectives

- i. To expertise students in the fields of information technology and management, computer programming, internet operations, computer applications, business communication, logic design, data structure, systems analysis, computer architecture, data base management etc.
- ii. To prepare students with the necessary skills to build successful careers in the information sector.

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

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

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

(c) Nature of prospective target group of learners:

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

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

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

After getting a BCA degree, one can enter any of the following roles:

1. Joining IT firms, software and web developments

BCA has endless scopes in software. Those who have skills and knowledge in programming and languages like HTML, CSS, MySQL etc can choose an IT industry with web development background. Software development requires good skill and knowledge of the programming languages like .Net, C++, Java etc

2. System Analyst

A system analyst is an information technology professional who specializes in analyzing, designing and implementing information systems. System analysts assess the suitability of information systems in terms of their intended outcomes.

3. Network Manager

A network manager manages and maintains the network, as well as network performance monitoring, identifying, installing and maintaining upgrades to the network.

4. Digital Marketing

BCA can also make a career in digital marketing. This field is emerging day by day.

(e) Instructional Design:

SCHEME AND SYLLABUS AND DISTRIBUTION OF MARKS

Semester 1

Course code	Credits	Course Name	CE	ESE	Total
EN1111.4	2	Speaking and listening skills	20	80	100
MM1131.9	3	Mathematics I	20	80	100
CP1121	3	Introduction to IT	20	80	100
CP1131	3	Digital Electronics	20	80	100
CP1141	4	Introduction to Programming		80	100
CP1142	3	Programming Lab – I	20	80	100
CP1122	2	PC Software Lab	20	80	100
TOTAL	20		140	560	700

Semester 2

Course code	Credits	Course Name	CE	ESE	Total
EN1211.4	2	Writing And Presentation Skills	20	80	100
MM1231.9	3	Mathematics	20	80	100
CP1241	3	Environmental Studies	20	80	100
CP1242	3	Object oriented	20	80	100

		Programming			
CP1243	3	Data Structures	20	80	100
CP1244	3	Programming Lab – II	20	80	100
CP1245	3	Data Structure Lab	20	80	100
TOTAL	20		140	560	700

Semester 3

Course code	Credits	Course Name	CE	ESE	Total
CP1331	3	Computer Oriented Numerical Methods	20	80	100
CP1341	3	Computer Networks	20	80	100
CP1342	3	Operating Systems	20	80	100
CP1343	2	Computer Organization & Architecture	20	80	100
CP1344	3	Programming in JAVA	20	80	100
CP1345	3	Programming Lab – IV	20	80	100
CP1346	3	Numerical Methods Lab	20	80	100
TOTAL	20		140	560	700

Semester 4

Course Code	Credits	Course Name	CE	ESE	Total
CP1441	2	Introduction to Information Security	20	80	100
CP1442	3	Visual Tools	20	80	100
CP1443	3	Database Management Systems	20	80	100
CP1444	3	Design and Analysis of Algorithms	20	80	100
CP1445	3	System Software	20	80	100
CP1446	3	Visual Tools Lab	20	80	100
CP1447	3	Databases Lab	20	80	100
TOTAL	20		140	560	700

Semester 5

Course code	Credits	Course Name	CE	ESE	Total
CP1541	3	Free and Open Source Softwares (FOSS)	20	80	100
CP1542	3	Computer Graphics		80	100
CP1543	3	Internet Programming	20	80	100
CP1551.1 CP1551.2	2	Open Course Internet Technology LINUX Environment	20	80	100

CP1551.3		Business Informatics			
CP1544	3	System Analysis & Design	20	80	100
CP1545	3	Internet Programming Lab	20	80	100
CP1546	3	Computer Graphics Lab	20	80	100
TOTAL	20		140	560	700

Semester 6

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

(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

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

Tuition fee is waived for students belonging to eligible categories.

(j) Fee structure: Rs 18390/- for entire programme

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

The use of web-based tools is not in place yet, but steps are being initiated. Evaluation is continuous and end semester.

Continuous Evaluation requires the submission of one assignment and one Test Paper for each course carrying 20 marks each.

End Semester Examinations are conducted by the Controller of Examinations, University of Kerala. The written exams carry 80 marks per paper.

(k) Requirement of the laboratory support and Library Resources:

Laboratory hours are mandatory for BCA, but students can avail the computers in the Central Computer Lab of the School of Distance Education which has continuous internet connectivity. The SDE has a separate Library with more than 28,000 books. Library automation is done using LibSoft software which facilitates all in-house operations of the library. The library currently subscribes to more than 15 journals of various subject fields. An amount

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

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

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

(m) Quality assurance mechanism and expected programme outcomes

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

(n) Expected Outcomes

After acquiring this course the students will be able to:

- Develop programming skills that can lead them to jobs like software developer, software test engineer etc.
- Quite knowledgeable in various computer applications and the latest developments in IT and communication systems.
- Develop skills in software development so as to enable the BCA graduates to take up self employment in Indian and global markets.
- Recognize the need for professional development.
- Develop sensitivity and awareness which leads to commitment and courage.
- Develop critical ability to distinguish between essence and form.

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



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



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UNIVERSITY OF KERALA
School of Distance Education

Bachelor of Science (Computer Science)
Programme Project Report

(a) Programme's Mission and Objectives

Mission

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

Objectives

- i. To provide students with the knowledge in the fields of information technology and management it develops students with a requisite professional skills and problem solving abilities for pursuing a career in software industry.
- ii. To be a foundation graduate programme this will act as a feeder course for higher studies in the area of Computer Science/Applications.
- iii. To prepare students with the necessary skills to enter in technological fields such as system programming, technical support etc.

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

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

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

(c) Nature of prospective target group of learners

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

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

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

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

1. Programming -The ability to design and write computer programs by using different programming languages and in different platforms.
2. Network Management -Able to setup and manage networks.
3. Web design -Able to design and create web pages and creation of websites.
- 4.4.Database Management-Able to create and manage databases.
5. Analytical and Logical skills-Ability to identify a problem and coming up with a most suitable technological solution to address it.
6. Problem solving skills-Ability to solve complex problems in a systematic and logical way.

(e) Instructional Design:

Instructional Design:

SCHEME AND DISTRIBUTION OF MARKS

Semester 1

Course code	Credits	Course Name	CE	ESE	Total
EN1111.4	2	Speaking and listening skills	20	80	100
MM1131.10	3	Mathematics I	20	80	100
CS1121	2	Introduction to IT	20	80	100
CS1131	3	Digital Electronics	20	80	100
CS1141	4	Introduction to Programming	20	80	100
CS1142	3	Programing Lab – I	20	80	100
CS1132	3	Digital Electronics Lab	20	80	100
TOTAL	20		140	560	700

Semester 2

Course code	Credits	Course Name	CE	ESE	Total
EN1211.4	2	Writing and Presentation Skills	20	80	100
MM1231.10	3	Mathematics II	20	80	100
CS1221	3	Environmental Studies	20	80	100
CS1241	3	Data Structures	20	80	100
CS1242	3	Object Oriented Programming	20	80	100
CS1243	3	Programming Lab – II	20	80	100
CS1244	3	Data Structures Lab	20	80	100
TOTAL	20		140	560	700

Semester 3

Course code	Credits	Course Name	CE	ESE	Total
CS1341	2	Computer Organization & Architecture	20	80	100
CS1342	3	Software Engineering	20	80	100
CS1343	3	Operating Systems	20	80	100
CS1344	3	Internet Programming	20	80	100
CS1345	3	Microprocessors & Peripherals	20	80	100
CS1346	3	Programming Lab – III	20	80	100
CS1347	3	Internet Programming– Lab	20	80	100
TOTAL	20		140	560	700

Semester 4

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

Semester 5

Course code	Credits	Course Name	CE	ESE	Total
CS1541	3	Free and Open Source Softwares (Foss)	20	80	100
CS1542	3	System Software	20	80	100
CS1543	3	Computer Graphics	20	80	100
CS1551.1 CS1551.2 CS1551.3	2	Open Course Internet Technology Linux Environment Business Informatics	20	80	100
CS1561.1 CS1561.2 CS1561.3	3	Elective Multimedia Systems Bioinformatics Trends in Computing	20	80	100
CS1544	3	Computer Graphics Lab	20	80	100
CS1545	3	Free and Open Source Software (Foss) Lab	20	80	100
TOTAL	20		140	560	700

Semester 6

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

Duration of the programme

6 Semesters, three years.

Faculty and support staff requirement

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

Instructional delivery mechanisms

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

(f) Procedure for admissions, curriculum transaction and evaluation

Applications for admissions are received online. Eligibility criteria for admission to B.Sc. Computer Science is a pass in Higher Secondary Examination or any other examination recognized as equivalent thereto by the University of Kerala with Mathematics as one of the optional subjects.

(g) Academic Calendar

ADMISSION		
Admission Notification	First week of June	
Closing date of Admission	Last week of September	
Schedule of distribution of study materials		
Course	Date	By Post
III, IV, V and VI Semester	Last week of June	Last week of July

I & II Semester	Last week of October	Last week of November
Schedule of contact classes		
Course	Schedule	
III, IV, V and VI Semester	First week of July	
I & II Semester	First week of November	
Schedule of examinations		
Course	Schedule	
V and VI Semester	First week of April	
III and IV Semester	Second and Third week of April	
I and II Semester	Fourth week of April	

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

Financial Assistance

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

Programme Delivery

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

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

Sl.No	Expenditure	Total for the SDE during 19-20 (25987 students) (Rs. in lakh)	Cost estimate for BSc CS programme (200 students)
01	Pay and Allowance	435.00	634782
02	Contact classes and evaluation	80.00	61569
03	Course materials	100.00	76962
04	Advertisement charges	25.00	19240
05	Postage and telephone	7.4	5695
06	Books and Periodicals	3.5	2694
07	Miscellaneous	9.95	7657
	Total	660.85	808599
	Provisions (6%)		48516
	Total		857115 Cost per student/ year=Rs.4285

(i) Quality assurance mechanism and expected programme outcomes :

Quality Assurance Mechanism

The SDE, University of Kerala has devised the following mechanism for monitoring the effectiveness of the B.Sc. Computer Science programme to enhance its standards of curriculum and instructional design.

- (a) Established a Centre for Internal Quality Assurance (CIQA) at the University level to develop and put in place a comprehensive and dynamic internal quality assurance system to enhance the quality of the programmes offered through distance mode as per the norms and guidelines of the University Grants Commission (Open and Distance Learning) Regulations, 2017.
- (b) The CIQA is periodically conducting institutional quality audits, to promote quality assurance and enhance as well as spread best- in-class practices of quality assurance. The CIQA conducts the quality audit by addressing the following seven broad areas, namely:
 - i. Governance, leadership and management
 - ii. Articulation of higher educational institutions objectives
 - iii. Programme development and approval processes
 - iv. Infrastructure resources
 - v. Learning environment and learner support
 - vi. Assessment & evaluation of learning outcomes
 - vii. Teaching quality and staff development
- (c) The SDE has an approved panel of experts for preparing SLM. The SLM prepared is being edited by the course coordinator. The CIQA also oversees the development and preparation of SLMs. Then submit the SLMs to the Board of Studies concerned for the approval. The SLMs are developed with the approach of self explanatory, self-contained, self-directed, self- motivating and self-evaluating.
- (d) The SDE of the University has three full time faculty members exclusively for coordinating the programme and also has a panel of qualified guest teachers for counselling students and engaging in personal contact programmes.

Expected Programme Outcomes:

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

- Apply fundamental principles and methods of Computer Science to a wide range of applications.
- Design, correctly implement and document solutions to significant computational problems.
- Analyze and compare alternative solutions to computing problems.
- Design and implement software systems that meet specified design and performance requirements.
- Work effectively in teams to design and implement solutions to computational problems.
- Communicate effectively, both orally and in writing.
- Think critically and creatively, both independently and with others.
- Recognize the social and ethical responsibilities of a professional working in the discipline.
- Adapt to new developments in the field of computer science.

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


DIRECTOR
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Thiruvananthapuram - 695 581



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UNIVERSITY OF KERALA
School of Distance Education

Bachelor of Science (Mathematics)
PROGRAMME PROJECT REPORT

1. Program's Mission and Objectives

Mission

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

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

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

Objectives

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

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

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

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

3. Nature of prospective target group of learners:

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

learning, eligibility for enrolment and age of entry.

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

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

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

4. Instructional Design:

Sem.	Course Code	Course Title	No. of Credits	CE (Marks)	ESE (Marks)	Total
I	EN 1 1 1 1	Language Course I(English- I)	4	20	80	100
	M/H 1 1 1 1	Language Course II (Addl. Language)	3	20	80	100
	EN 1121	Foundation Course- I	2	20	80	100
	MM 11 4 1	Core- I-Methods of Mathematics	4	20	80	100
	CO 1 1 3 1	Complementary I - Fundamentals of Financial Accounting	2	20	80	100

	ST 1 1 3 1.1	Complementary II- Descriptive Statistics and Introduction to probability	2	20	80	100
		TOTAL	17	120	480	600
II	EN 1 2 1 1	Language Course III (English II)	4	20	80	100
	EN 1 2 1 2	Language Course IV (English III)	3	20	80	100
	M/H 1 2 1 1	Language Course V (Addl. Language II)	3	20	80	100
	MM 1221	Foundations of Mathematics	4	20	80	100
	CO 1 2 3 1	Complementary III- Advanced Financial Accounting	2	20	80	100
	ST 1 2 3 1.1	Complementary IV- Random variables	2	20	80	100
		TOTAL	18	120	480	600
III	EN 1 3 1 1	Language Course VI (English- IV)	4	20	80	100
	M/H 1 3 1 1	Language Course VII (Addl. Language III)	4	20	80	100
	MM1 3 4 1	Core III - Algebra & Calculus-I	4	20	80	100
	CO 1331	Complementary V-Cost Accounting	3	20	80	100
	ST 1331.1	Complementary VI-Probability distribution and theory of estimation	3	20	80	100
		TOTAL	18	100	400	500
IV	EN 1 4 1 1	Language Course VIII (English V)	4	20	80	100
	M/H 1411	Language Course IX (Addl. Language IV)	4	20	80	100
	MM 1441	Core IV-Algebra & Calculus-II	4	20	80	100
	CO 1431.1	Complementary VIII - e-Commerce	3	20	80	100

	CO 1431.2	Complementary IX- Management Accounting	3	20	80	100
	ST 1431.1	Complementary VIII- Testing of hypothesis and analysis of variance	3	20	80	100
	ST 1432.1	Complementary practical using excel	4	20	80	100
		TOTAL	25	140	560	700
V	MM 1 5 4 1	Core VI- Real Analysis I	4	20	80	100
	MM 1 5 4 2	Core VII Complex Analysis I	3	20	80	100
	MM 1 5 4 3	Core VIII - Differential Equations	4	20	80	100
	MM 1 5 4 4	Core IX - Vector Analysis	4	20	80	100
	MM 1 5 4 5	Core X-Abstract Algebra I	4	20	80	100
	MM 1 5 5 1	Open Course-	2	20	80	100
	MM 1 6 46	Project Work	-	-	-	-
		TOTAL	21	120	480	600
VI	MM 1 6 4 1	Core XI - Real Analysis II	4	20	80	100
	MM 1 6 4 2	Core XII - Linear Algebra	4	20	80	100
	MM 1 6 4 3	Core XIII- Complex Analysis II	4	20	80	100
	MM 1 6 44	Core -14 Abstract Algebra II	3	20	80	100
	MM 16 45	Computer Programming (Practical)	4	20	80	100
	MM 1 6 61	Elective Course-Graph Theory	3	20	80	100
	MM 1646	Project	4	80+20 (Viva)		100
		TOTAL	26	120	580	700

		GRAND TOTAL	125	680	2820	3700
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06 Duration of the program

Six semesters, three years.

07 Faculty and support staff requirement

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

8. Instructional delivery mechanisms

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

10. Procedure for admissions, curriculum transaction and evaluation:

Applications for admissions are received online. Eligibility for admission to BSc Mathematics is a pass in Higher Secondary Examination with Mathematics as one of the subjects of the State or an Examination accepted by the University as equivalent thereto.

11. **Fee structure** : Rs. 15445/- for entire programme.

12. Academic Calendar

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

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

13. Financial Assistance

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

14. Curriculum transaction and evaluation

Curriculum is transacted in the Distance Mode with the help of Self Learning Material and Personal Contact Classes. The uses of web-based tools are not in place yet, but steps are being initiated. Evaluation is continuous and end semester. Continuous Evaluation requires the submission of one assignment and one Test Paper for the course carrying 20 marks per paper. End Semester Examinations are conducted by the Controller of Examinations, University of Kerala. The written exams carry 80 marks per paper.

15. Requirement of the laboratory support and Library Resources:

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

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

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

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

	Total		799240 Cost per student/ year=Rs.5328
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17. Quality assurance mechanism and expected program outcomes:

The University Board of Studies for Mathematics programs will approve and review the syllabus, course content, and the Self Learning Material of B. Sc Mathematics offered in the distance mode also.

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

17. Expected Programme Outcomes

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

- Apply fundamental principles and methods of Mathematics to a wide range of applications.
- To develop the ability to analyze mathematical problems.
- To formulate the critical problems in daily life to mathematical model.
- To motivate research activities in various field in Mathematics, statistics, population and applied mathematics.
- To prepare for other eligible job areas in state and central govt.

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


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


REGISTRAR
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UNIVERSITY OF KERALA
(Abstract)

OFFICE OF THE REGISTRAR
UNIVERSITY OF KERALA
THIRUVANANTHAPURAM - 34

1308
28 DEC 2019

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

ACADEMIC A. II. SECTION

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

Thiruvananthapuram, Dated : 28.12.2019.

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

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

ORDER

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

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

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

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

Orders are issued accordingly.

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

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SECTION OFFICER



**POST
GRADUATE
DEGREE
PROGRAMME**

MBA

Semester : I

Course Code : MGT 101

**Principles and Practice
of Management**

UNIVERSITY OF KERALA

Senate House Campus

Palayam, Thiruvananthapuram

School of Distance Education
University of Kerala
Kariavattom, Thiruvananthapuram.

MBA
SEMESTER - I
Course Code: MGT 101
Principles and Practice of Management

Prepared By:

Dr. B. SHAJI

Coordinator (MBA)

SDE, University of Kerala


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

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REGISTRAR
IN-CHARGE



kup 1198/2020

MGT 101 PRINCIPLES AND PRACTICE OF MANAGEMENT

Objectives: This course is expected to provide an insight into the principles of management and the practical aspects that are connected to the same.

Unit I

Management concepts - Roles and Challenges - Evolution of Management - Management Thoughts - Early - Modern - Post modern

Unit II

Contributions of F.W. Tylor - Henry Fayol - Behavioral School of Management Approach - Styles of management - European - American - Japanese - Indian

Unit III

Functions - Planning - Organising - Staffing - Directing - Coordinating - Controlling

Unit IV

Motivation - Theories of motivation - Morale - Group behavior theories - Development of Groups - Teams - Leadership - Theories of leadership

Unit V

Decision Making - Factors affecting decision making powers - Negotiation - organizational culture - Challenges in the 21st century management

PROGRAMMES OFFERED BY SDE

- B.A. Economics
- B.A. English
- B.A. History
- B.A. Malayalam
- B.A. Political Science
- B.A. Sociology
- B.Sc. (Computer Science)
- B.Sc. Mathematics
- Bachelor of Computer Application (BCA)
- B.Com
- BLISc.
- M.A. Economics
- M.A. English
- M.A. Hindi
- M.A. History
- M.A. Malayalam
- M.A. Political Science
- M.A. Public Administration
- M.A. Sociology
- M. Sc. Computer Science
- M. Sc. Mathematics
- M.Com-Finance
- MLISc.

School of Distance Education

UNIVERSITY OF KERALA PALAYAM CAMPUS THIRUVANANTHAPURAM - 695 034

Phone: 0471-2300137

First Semester

Course Title: Introduction to IT


DIRECTOR
School of Distance Education
University of Kerala, Kariavattom,
Thiruvananthapuram - 695 591



REGISTRAR
IN CHARGE



**B.Sc. Computer Science/Bachelor of Computer Application (BCA)
CS1121 /CP 1121**

Introduction to IT

School of Distance Education
University of Kerala
Palayam
Thiruvananthapuram

B.Sc. Computer Science / BCA

Semester – 1

Introduction to IT

Prepared by:

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Lecturer in Computer Science
School of Distance Education

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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

Introduction

Objectives

Introduction to Computer

Characteristics of computer

Digital Signals

Binary System

ASCII

Historic Evolution of Computers

Generation of computer

Classification of computers

Hardware and Software

Von Neumann model

Conclusion

Model questions

References & Further reading

Unit 2

Computer Hardware

Contents

Introduction

Objectives

Introduction to computer hardware

Input devices

Output devices

Memory Unit

RAM

ROM

Flash memory

Auxiliary storage devices

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Objectives

Introduction to computer software

Concepts of files and folders

Conclusion

Model questions

References & Further reading

Unit 4

Introduction to Operating System

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Objectives

Operating system-introduction

Types of operating system

Booting-Definition

Booting sequence

POST

Conclusion

Model Questions

References &Further reading

Unit 5

GUI Operating Systems

Contents

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Objectives

GUI operating systems-introduction

User interfaces

1. windows operating system
2. Linux operating system

Conclusion

Model Questions

References & Further reading

Unit 6

PROGRAMMING LANGUAGES

Contents

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Objectives

Introduction to programming languages

Generation of programming languages

Types of programming languages

Difference between compiler and interpreter

Introduction to database

Conclusion

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Application Software Packages

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Introduction to application software

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Generic features of spreadsheets

Features of presentation software

Introduction to Latex

Utility software

Computer virus

Free software

Open source software

Conclusion

Model questions

References & Further reading

Contents

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Requirements for a network

Network operating systems

Conclusion

Model Questions

References & Further reading

Internet

Contents

Introduction

Objectives

History of internet

World Wide Web

URL

Web browser

Search engine

Internet Service Providers

E mail

Characteristics of web based systems

Web page

HTML

Conclusion

Model Questions

References & Further reading

Introduction to IT

First Semester B.Sc Degree Examination

Course Code: CS 1121/CP1121

INTRODUCTION TO IT

Time :3Hours

Max.Marks:80

SECTION –A

Very short answer type

One word to maximum of **one** sentence. Answer **all** questions

(10x1=10 Marks)

- 1.Information means----- data.
- 2 ----- Consist of instructions that control the computers.
- 3.Booting means -----.
- 4.Which is the fastest storage element in a computer?
- 5.HTTP means -----.
- 6.What are optical readers?
7. Write the name of a Free Operating System.
- 8.What is an internet browser?
- 9.What is Sound card?
- 10.What is RDRAM?

SECTION B

Short Answer

Answer **any 8** of the following.(**not** to exceed **one paragraph**)

(8x2=16 Marks)

- 11.What was the contribution of John Von Neumann to the field of computing?
- 12.What is digital signals?
- 13.How is EPROM different from PROM?
- 14.Define Database.

(P.T.O)

Introduction to IT

15. What is a CRT monitor.
16. What is the primary purpose of operating system?
17. What do you mean by 'search engines'? Give examples.
18. What is LAN?
19. What do you mean by open source?
20. Write a notes on digitizers.
21. What is mean by refresh rate of a monitor?
22. What is a router?

SECTION- C

Short essay:

Not to exceed 120 words. Answer **any six** questions. **Each** Question carries **four** marks.

(6x4=24 Marks)

23. Discuss the characteristics of computers.
24. Differentiate between main memory and secondary storages.
25. Write a brief notes on WWW.
26. Compare CRT and LCD monitors.
27. Write a note on features of email software.
28. Explain different types of internet connections.
29. Discuss the use of Latex.
30. Compare CRT and LCD monitors.
31. What are Super Computers? Give an example.

SECTION-D

Long essay:

Answer **any two** questions .Each question carries **15** marks.

(2x15=30 Marks)

32. Illustrate the application of computers in any five fields.

Introduction to IT

33. Write a notes on:

a)internet connections

b)Application Software.

c)E-mail software features.

34. Discuss various Output devices and Input devices.

35.Discuss the classification of operating system in detail.

SCHOOL OF DISTANCE EDUCATION



**FIRST
DEGREE
PROGRAMME**

B.Sc.

MATHEMATICS

**Semester : III
Course Code : MM 1341**

Algebra and Calculus - I

UNIVERSITY OF KERALA
Senate House Campus
Palayam, Thiruvananthapuram

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

B. Sc. Mathematics
Semester - III
Course Code: MM 1341 Core - III

Algebra and Calculus - I

Written and Edited By:

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Thiruvananthapuram - 695 034

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Semester III
Algebra and Calculus I

Code: MM 1341

Instructional hours per week: 5

No. of credits: 4

Module I - Algebra

Text : Lindsay N. Childs, A Concrete Introduction to Higher Algebra, Second Edition, Springer

Continuing the discussion on number theory in the first two semesters, here we make first contact with the part of mathematics currently called Abstract Algebra. It is based on parts of Chapters 8, 9, and 12 of the text.

Contrary to the usual stand-alone courses on abstract algebra, we introduce rings before groups, since the former arise naturally as generalizations of number systems. Sections A and B of Chapter 8, (including the problems) are to be discussed in full. In section C, the definition of characteristic and the rest of the portions need not be discussed. More examples of rings and exercises on homomorphism can be given to get a clear idea of the concepts.

Next comes a discussion on the units of the ring of congruence classes leading to the definition of an abstract group and then the group of units of an abstract ring, as in Section E and Section F of Chapter 9. This culminates in the Abstract Fermat's Theorem, as in Section E. The proofs of generalized associativity or generalized commutativity need not be discussed. But the fact that a set G with an associative multiplication is a group, if it either has the identity and inverse properties or has the cancellation and solvability properties has to be proved (see T. W. Hungerford, Algebra). The exponent of an Abelian group, as in Section 9F also has to be discussed. As an illustration of the interplay between number theory and abstract algebra, we consider the The Chinese Remainder Theorem, as in Section A of Chapter 12. Only the first part and the problems E1, E2, E3 and E4 of this section need be discussed. The alternate method of reducing all the congruences to one need not be considered. As another application, the multiplicative property of the ϕ function discussed earlier must be redone (Corollary 3 of Section C). The square roots of 1 modulo some integer, as in Section C of Chapter 12 must also be discussed.

References:

1. J B Fraleigh, A First Course in Abstract Algebra, Narosa Publications
2. I N Herstein, Topics in Algebra, Vikas Publications
3. J A Gallian, Contemporary Abstract Algebra, Narosa Publications
4. D A R Wallace, Groups, Rings and Fields, Springer
5. Jones and Jones, Number Theory, Springer

Module 2 - Analytic Geometry

Text : Howard Anton, et al, Calculus, Seventh Edition, John Wiley

In this part of the course, we consider equations of surfaces and curves in three dimensions. It is based on Chapter 12 of the text.

Students have had an introduction to analytic geometry in three dimensions, such as the equations to planes and lines, and to vectors in their Higher Secondary Classes. These must be reviewed with more illustrations. Here the aid of a plotting software becomes essential. The Free Software Gnuplot mentioned earlier has such 3d capabilities. (see also <http://mathworld.wolfram.com/topics/Surfaces.html>)

After discussing spheres and cylindrical surfaces as in Section 12.1, We pass on to a discussion of vectors, as in Section 12.2. The physical origins of the concept must be emphasized as in the subsection, vectors in physics and engineering. The definition of vector addition can be motivated by the discussion given in the subsection, resultant of concurrent forces which may be familiar to students from their high school physics. All the sections of the chapter are to be discussed in the same spirit, emphasizing both the physical and geometrical interpretations.

Module 3 - Calculus

Text : Howard Anton, et al, Calculus, Seventh Edition, John Wiley

Here we extend the operations of differentiation and integration to vector valued functions of a real variable, based on Chapter 13 of the text.

All sections of this Chapter must be discussed, with emphasis on geometry and physics, as in the text. The problems given in various exercise sets should be an essential part of the course. Exercises 17 (a) and 17 (b) of Exercise Set 13.5 on curvature of plane curves and some of its applications in the subsequent exercises must be discussed in detail.

References:

1. James Stewart, Essential Calculus, Thompson Publications, 2007.
2. Thomas and Finney, Calculus and Analytic Geometry, Ninth Edition, Addison-Wesley.
3. S.Lang, A first Calculus, Springer. Distribution of instructional hours:

Module 1: 36 hours; Module 2: 27 hours; Module 3: 27 hours

MODULE I

ALGEBRA

UNIT I

CONTENT

- 1.1 Introduction
- 1.2 Objectives
- 1.3 Rings and Fields
 - 1.3.1 Rings
 - 1.3.2 $\mathbb{Z}/m\mathbb{Z}$
 - 1.3.3 Homomorphism
- 1.4 Do you know?
- 1.5 Check your progress
- 1.6 Recap
- 1.7 Activity
- 1.8 Check your answers

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- B.A. Economics
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- M. Sc. Mathematics
- M.Com-Finance
- MLISc.

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