



# Institute of Distance Education

University of Kerala  
(Accredited B<sup>++</sup> by NAAC)

Kariavattom  
Thiruvananthapuram - 695 581

## PROSPECTUS

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## **INSTITUTE OF DISTANCE EDUCATION**

UNIVERSITY OF KERALA

*Chancellor*

**H.E. Shri. R.S.Gavai**

Governor of Kerala

*Pro-Chancellor*

Minister for Education

*Vice-Chancellor*

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*Pro- Vice-Chancellor*

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*Director, IDE*

**Dr. P.P. Ajayakumar**

*Controller of Examinations*

**Shri. M. Jayaprakas**

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## UNIVERSITY OF KERALA

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

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

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

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

The Institute offers 51 courses in the distance mode of learning under the following disciplines.

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

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

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## PROGRAMMES ON OFFER

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

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

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### B. Post Graduate Programmes

#### (i) Two Year Programmes

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

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#### (ii) Three Year Programmes

1.	211	MHA (Master of Hospital Administration)
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### C. Post Graduate Diploma Programmes (Duration 1 year)

1.	301	PGDAP - Post Graduate Diploma in Adolescent Paediatrics
2.	302	PGDCAFC Post Graduate Diploma in Child Adolescent and Family Counseling
3.	303	PGDCJ - Post Graduate Diploma in Communication and Journalism
4.	306	PGDDN - Post Graduate Diploma in Developmental Neurology

5.	309	PGD-HSR - Post Graduate Diploma in Health Science Research
6.	307	PGDEPMA - Post Graduate Diploma in Educational Planning, Management and Administration
7.	308	PGDHHA Post Graduate Diploma in Health and Hospital Administration
8.	310	PGDHRM Post Graduate Diploma in Human Resource Management
9.	312	PGDMM - Post Graduate Diploma in Marketing Management
10.	313	PGDTTM Post Graduate Diploma in Travel and Tourism Management
11.	304	PGDCA Post Graduate Diploma in Computer Application (18 months)

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

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

#### **E. Certificate Programmes (Duration 5 Months)**

1.	401	Communicative English
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#### **Admission to IDE Courses**

Application form and prospectus can be had from the office of the Institute of Distance Education and from the University Form Sales Counter at Palayam on payment of the following amount by cash/university chelan receipt.

#### **General Instructions**

#### **Cost of Application form & Prospectus**

BA, BSc, B Com, MA, MSc, M Com PGD HRM, PGD TTM, PGD MM, PGDEPMA PGDCJ & Communicative English	} Rs. 50
BCA/BSc Computer Science, B Com Computer Applications, MHRM PGDAP, PGDCAFC, PGD DN PGD BT, PGD HSR, PGDCA PGC TMFMC & PGC GCM	} Rs. 100
M.Sc Computer Science, BL ISc	} Rs. 150
MLISc, MHA, MHSc, MBA MSc CND & PGDHHA	} Rs. 300

#### **Submission of online Application**

##### *Steps*

1. Remit the cost of Application
2. Log on to [www.ideku.net](http://www.ideku.net)
3. click the button 'Apply Online'
4. Select the course of study
5. Fill in the Online form
6. Click the button 'agree the rules...'
7. Submit Application
8. Take a printout of the Acknowledgement
8. Send the Acknowledgement with fee and document to the Director IDE

Candidates residing in a foreign country have to submit a DD for Rs 200/- in addition. Each Bank Draft Amount should carry an addition of Rs 10/-.

Admission notifications are issued in leading national and regional dailies during May-June. The detailed information regarding admission and application forms are available on the IDE website: [www.ideku.net](http://www.ideku.net) or on the University website: [www.keralauniversity.edu](http://www.keralauniversity.edu).

Students desirous of seeking admission shall apply online or in the prescribed form attached with the prospectus. The last date for receiving application, shall be 31 August, unless otherwise notified. Applications received after the last date prescribed shall not be entertained. Applications duly filled in should be sent to the **Director, Institute of Distance Education, University of Kerala, Kariavattom, Thiruvananthapuram – 695 581** by registered post with acknowledgement due in a cover super scribed 'Application for Admission to...'

Online registration facility for admission is also provided vide [www.ideku.net](http://www.ideku.net). Click the button 'Apply online' and select the course and fill in the application form and submit the application. Take a printout of the acknowledgement and send it along with necessary fee and documents to the Director, IDE. You will have to remit the cost of Application form & Prospectus before submitting online Application.

Admission is granted only on satisfactory fulfillment of the conditions regarding basic qualifications prescribed in the prospectus. Application for admission shall be accompanied by DDs/ University Pay in slips towards first installment of fees which includes tuition fee, Admission fee, Affiliation fee and other fee applicable to courses. Applications which are defective or unaccompanied by the required Original Certificates T.C and fees shall be summarily rejected.

### **Mode of remittance of fee**

Fees shall be remitted by Demand Drafts drawn from any **SBT/District Co-Operative Banks** in favour of the **Finance Officer, University of Kerala, Thiruvananthapuram** payable at Thiruvananthapuram. Students residing outside the state of Kerala can draw their DDs from SBI in favour of the Finance Officer, University of Kerala, Thiruvananthapuram payable at Thiruvananthapuram. **Overseas students** can draw their DDs from any nationalized banks in favour of the Finance Officer, University of Kerala, Thiruvananthapuram payable at Thiruvananthapuram. For every remittance by DD a service charge of Rs 10/- also has to be remitted. Some payments related to certain courses are also to be made by way of Bank DD and in favour of the Heads of concerned Departments/ centers as specified in the fee statement at page No. 12 & 13.

Fee can also be remitted by pay-in-slip at the Cash Counters at the University Office, Palayam, Thiruvananthapuram and at the University Campus, Kariavattom, Treasury Chalsans will not be accepted. Fees can also be remitted at Friends, Jenasevana Kendram Centres.

**Fee once remitted shall not be refunded.**

### **Department Development Fund**

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

### **Enrolment Number**

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

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



## **Identity Cards**

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

## **Special Instruction with regard to Photographs**

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

## **Despatch of Study Materials**

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

## **University Examination**

Students of the Distance Education shall submit their application for Examination either in the downloadable application form given in the website or in the application form supplied by this Institute. Applications shall be submitted to the Institute and the Director shall forward the same to the Controller of Examinations. The DD/ university pay in slip for examination fee shall be enclosed with the application. The dates of examination will be intimated to the students by the Institute directly and through News Papers.

## **Hall Ticket**

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

## **Centers of Examination**

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

## **Subsequent appearance**

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

## **Transfer Certificate**

Original Transfer Certificates, submitted by the Students seeking admission, shall not be returned to them once they are admitted to the course. A fresh TC shall be issued by the IDE after completion of the course or on discontinuance. In the latter case, students are liable to pay tuition fees of the year until the date of application for T.C or until the date of intimation regarding discontinuance which ever is earlier. Some institutions outside the state are not in the practice of issuing TC to

their students. Such students will be admitted to the IDE on the strength of affidavits attested by Notary Public/First Class Magistrate in lieu of TC. A letter from the institution last attended stating that they will not issue TC should also be attached.

### **Simultaneous Programme**

A candidate can do any Diploma or Certificate Course alongwith Degree/PG programmes. Such candidates should pay tuition fee for both the courses.

### **Admission to persons with higher degree to undergo lower courses**

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

### **Parity with regular students**

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

### **Issue of Certificates/Degree**

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

### **Admission to SC/ST/OEC**

Students belonging to SC/ST Category will be admitted in the IDE without remitting the tuition fee at the time of admission. But they have to remit all other special fee like Admission Fee, Affiliation Fee, etc. Such students have to produce the Community and income certificates issued by competent authorities alongwith the filled in application for fee concession. The fees for the students thus admitted will be later claimed from the Harijan welfare Department as per the rules laid down and will be remitted to KUF. OEC students have to remit their fees which will be reimbursed.

### **Alumni Membership**

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

### **Contact Classes**

The students are offered contact classes at IDE and at various personal contact programme centres. The details regarding the centres and classes will be intimated after the admission procedure is completed. Centres other than Thiruvananthapuram are decided subject to the sufficient number of student registration in UG and PG Courses. This provides opportunity for the students to meet their teachers and discuss topics with them. For Post-Graduate Programmes, Lectures, Seminars and Discussions will be held. PG students have to submit assignment on given topics. 50% attendance at contact class is made compulsory for all students. However exemption will be granted to those who cannot attend classes owing to unavoidable difficulties. In such case an **exemption fee of Rs. 200/-** is to be remitted. **But for Health science courses 80%, for B.Sc. Computer Science/BCA courses 50% and for Library Science courses 75% attendance is compulsory.**

### **Library facility**

The Institute has a well-equipped library with over 15000 books on various subjects and audio-video cassettes on various topics. An amount of Rs. 500/- has to be remitted by the students to take membership in the Library of which Rs. 400/- will be refunded on completion of the course. Those who are not members can make use of the reference section of the library. Students can use IDE website to know about the availability of the books in the library.

## **Return of Original Certificates**

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

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

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

1. One year after examination – Rs. 25/-
2. Two years after examination – Rs. 50/-
3. Three years or more after the examination – Rs. 100/-
4. Ten years or more after the Examination - Rs. 200/-

## **IDE Grievance Cell**

All complaints and grievances regarding the courses offered by IDE should be addressed to the Chairman, Grievance Cell, IDE, University of Kerala, Kariavattom.

## **Enquiries**

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

**The Director**  
**Institute of Distance Education, University of Kerala,**  
**Kariavattom p.o, Thiruvananthapuram – 695 581**  
**Telephone No : 0471-2308019, 0471-2308221**  
**Mobile : 9656049228 (Help Desk)**

The office of the IDE shall function on all days except holidays and fourth Saturdays.

Students may log on to the websites [www.keralauniversity.edu](http://www.keralauniversity.edu) and [www.keralauniversity.ac.in](http://www.keralauniversity.ac.in) for updated information on dates of Examinations, Time table, Course details etc.

### Statement of Fees

Name of Course	Duration of the Course	Total Tuition Fee & Centre Fee	Total fee to be paid at the time of Admission							SECOND YEAR		THIRD YEAR		
			Admission Fee	Affiliation Fee	Cost of Exam form	I Installment	QC from Kerala University	Total		I Installment	II Installment	I Installment	II Installment	
								QC from Calicut University (including Matriculation Fee 100, Eligibility Fee 200)	QC from all other Universities/ Board (including Matriculation Fee 100, Eligibility Fee 200, Recognition Fee 300)					
<b>U.G. Programmes</b>														
BA Afzal-ul-ulama/ English/Malayalam/ Economics/History/ Politics/B Com.	3 years	4500	50	300	10	1000	1360	1660	1960	500	1010	500	1010	500
BA Sociology	3 years	5000	50	300	10	1000	1360	1660	1960	500	1010	500	1010	500
BSc Mathematics	3 years	9500	50	300	10	1500	1860	2160	2460	1500	1510	1500	2010	1500
BCA & BSc Computer Science	3 years	18000	100	300	10	3000	3410	3710	4010	3000	3010	3000	3010	3000
B.Com Computer Applications	3 years	CF 9000	100	300	10	2000	2410	2710	3010	2000	2010	2000	2010	2000
		CF 6000				CF 1000	CF 1000	CF 1000	CF 1000	CF 1000	CF 1000	CF 1000	CF 1000	CF 1000
B.Com (Addl. Co-operation)	1 year	1500	100	300	10	1500	1910	-	-	(only for B Com degree holders of Kerala University)				
B.LlSc	1 year	10,000	100	400	10	5000	5510	5810	6110	5000	-	-	-	-
<b>P.G. Programmes</b>														
MA English/Malayalam/ Hindi/Arabic/ Tamil/ Sanskrit/History/ Sociology/ philosophy/ Music & M.Com	2 years	4000	150	400	10	1000	1560	1860	2160	1000	1010	1000	1010	1000
MA Public Administration	2 years	5000	150	400	10	1500	2060	2360	2660	1000	1510	1000	1510	1000
MSc Mathematics	2 years	8000	150	400	10	2000	2560	2860	3160	2000	2010	2000	2010	2000
MSc Computer Science	2 years	20000	150	400	10	5000	5560	5866	6166	5000	5010	5000	5010	5000
		CF 10000				CF 2500	CF 2500	CF 2500	CF 2500	CF 2500	CF 2500	CF 2500	CF 2500	CF 2500
MSc Clinical Nutrition & Dietetics	2 years	20000	250	400	10	5000	5660	5960	6260	5000	5010	5000	5010	5000
		CDC 20000				CDC 5000	CDC 5000	CDC 5000	CDC 5000	CDC 5000	CDC 5000	CDC 5000	CDC 5000	CDC 5000
MHSc	2 years	20000	250	400	10	5000	5660	5960	6260	5000	5010	5000	5010	5000
		CDC 20000				CDC 5000	CDC 5000	CDC 5000	CDC 5000	CDC 5000	CDC 5000	CDC 5000	CDC 5000	CDC 5000

MHA	3 years	12000	100	400	10	4000	4510	4810	5110	Nil	4010	Nil	4010	Nil
		CDC 12000				CDC 4000	CDC 4000	CDC 4000	CDC 4000		CDC 4000		CDC 4000	
MLJSc	1 year	12000	100	400	10	6000	6510	6810	7110	6000	-	-	-	-
MBA	2 years	30000	150	400	10	7500	8060	8360	8660	7500	7510	7500	-	-
MHRM	2 years	6000	100	400	10	3000	3510	3810	4110	Nil	3010	Nil	-	-
		CACEE 6000				CACEE 3000	CACEE 3000	CACEE 3000	CACEE 3000		CACEE 3000		CACEE 3000	

**PG Diploma & Certificate Programmes**

PGD HRM	1 year	3000	250	400	10	1500	2160	2460	2760	1500	-	-	-	-
PGD EPMA	1 year	1500	250	400	10	1500	2160	2460	2760	Nil	-	-	-	-
		CACEE 1500				CACEE 1500	CACEE 1500	CACEE 1500	CACEE 1500					
PGD T T M	1 year	3000	250	400	10	1500	2160	2460	2760	1500	-	-	-	-
PGD MM	1 year	3000	250	400	10	1500	2160	2460	2760	1500	-	-	-	-
PGD AP	1 year	3000	250	400	10	3000	3660	3960	4260	Nil	-	-	-	-
		CDC 3000				CDC 3000	CDC 3000	CDC 3000	CDC 3000					
PGD CAFC	1 year	3000	250	400	10	3000	3660	3960	4260					
		CDC 3000				CDC 3000	CDC 3000	CDC 3000	CDC 3000					
PGD DN	1 year	3000	250	400	10	3000	3660	3960	4260					
		CDC 3000				CDC 3000	CDC 3000	CDC 3000	CDC 3000					
PGD BT	1 year	3000	250	400	10	3000	3660	3960	4260					
		CDC 3000				CDC 3000	CDC 3000	CDC 3000	CDC 3000					
PGD HSR	1 year	4000	250	400	10	4000	4660	4960	5260					
		CDC 4000				CDC 4000	CDC 4000	CDC 4000	CDC 4000					
PGD HHA	1 year	4000	100	400	10	4000	4510	4810	5110					
		CDC 4000				CDC 4000	CDC 4000	CDC 4000	CDC 4000					
PGD CJ	1 year	5000	250	400	10	2500	3160	3460	3760	2500				
PG DCA	1½ year	10000	200	400	10	3000	3610	3910	4210	3500	3500			
		CF 5000				CF 2000	CF 2000	CF 2000	CF 2000	CF 1500	CF 1500			
PGCC - TMFMC	5 months	1500	200	300	10	1500	2010	2310	2610					
		HD/SO 1500				HD/SO 1500	HD/SO 1500	HD/SO 1500	HD/SO 1500					
PGCC - GCM	5 months	1500	200	300	10	1500	2010	2310	2610					
		HD/SO 1500				HD/SO 1500	HD/SO 1500	HD/SO 1500	HD/SO 1500					
Certificate course in communicative English	5 months	2000	100	300	50	1000	1450	1750	2050	1000				
		CF 1000				CF 500	CF 500	CF 500	CF 500	CF 500	CF 500			

**Remarks**

CF - Centre fee - Fee to be remitted in the form of DD in favour of the Head of the Study Centre payable at the nearest SBT/SBI  
 CDC - Child Development Centre - Fee to be remitted in favour of the Director, CDC, Medical College, Tvm payable at SBT/SBI branch Tvm  
 CACEE - Centre for Adult Continuing Education and Extension - Fee to be remitted in favour of the Director CACEE, University of Kerala, Tvm payable at SBT/SBI branch Tvm.  
 MD/SO - Head, Department of Sociology - Fee to be remitted in favour of the Head, Department of Sociology, University Campus, Kariavattom, payable at SBT Kariavattom branch.  
**NB: Fees once remitted will not be refunded**

## Documents to be submitted along with application for Admission

1. **Original Certificate/Provisional Certificate/Mark list** of the qualifying examination. In the absence of the original degree, a provisional Certificate issued from the University will be accepted for granting provisional admission. Admission thus granted will be regularized only on submission of the original Degree Certificate. Those who apply for MSc Maths BLISc, MHRM, MBA are required to submit attested copy of their Degree mark list also.
2. **Original Transfer Certificate** from the institution last attended. In case such Certificate is not issued from the institution last attended, a Certificate stating this fact duly signed by the competent authority of that institution should be submitted along with the application for admission. Some institutions outside the state of Kerala are not in the practice of issuing TC to their students. Such students shall be admitted to any course of study in IDE on the strength of an affidavit attested by a Notary Public/Second Class Judicial Magistrate in lieu of TCs along with a letter from the Institution stating that they do not issue TCs. Students above the age of 60 and those who are seeking admission to PG Diploma and Certificate Courses are exempted from submitting TCs for admission.
3. **University Pay-in-slip/DDs** for the required amount of tuition/other fees remitted as stated in the fee statement at page No. 12 & 13.
4. **Eligibility Certificate** shall be obtained from the Registrar, University of Kerala if the Candidate has passed the qualifying examination from outside Kerala University. This certificate will be issued by the Registrar, on formal application (in the prescribed form), addressed to him and accompanied by a fee of Rs 600/- for Foreign Degree/Diplomas, Rs. 350/- for PG and Professional Degree from outside Kerala, but within India and Rs. 200/- for all other Degree/Diplomas. The Application should be accompanied by attested copies of the Certificates of all examinations passed by the candidates (right from SSLC) along with the copy of the TC/Course Certificate, (in the case of regular students) of the degree for which eligibility is required along with a self addressed stamped envelop. Those who passed HSE, VHSE, CBSE and seek admission to Degree, programmes have to pay the fee (Rs. 200/-) only instead of eligibility certificate.
5. **Identity Card** with name and address of the applicant duly filled up in capital letters and photograph affixed.
6. **True Copy of SSLC.**
7. **Migration Certificate** in the case of candidates who have passed the qualifying examination from any University/Board other than Kerala University. Candidates shall also produce the certificate immediately after taking admission to the course.
8. **Cancellation Memo** from the Controller of Examination relating to Examination/unavailed portion of private registration if any. Such candidates will be admitted only if they submit the said cancellation Memo.
9. **Degree Certificate or provisional Certificate relating to the PG Course**, if the candidate has passed any such examination after graduation.
10. **PDC/+2 or Equivalent** – Mark list and pass Certificate for those who have qualified from any University or Board other than the University of Kerala.
11. **Photocopy of the Original degree Certificate** (both sides). 2 Copies
12. Candidates who are applying for B.Com Addl. Co-operation Elective have to produce their **B.Com Degree Certificate** and its photocopy (both side) also. Further M.Com Degree holders have to produce the attested photocopy of the M.Com Degree Certificate and those who have failed in the examination have to submit an affidavit duly attested by a Notary Public to the effect that he/she will not appear for the examination simultaneously.

## DEGREE PROGRAMMES

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

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

Each Degree Programme will have three Parts, ie.

Part I	English
Part II	Additional Language
Part III	Optional Subjects

### Part I English

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

Paper I	- Prose (I Year)
Paper II	- Novel, Functional Grammar and Communicative Skill (I Year)
Paper III	- Drama & Poetry (II Year)

For B.A. Afzal-ul-Ulama and B.Com. Part I English will have only two papers, ie.

Paper I	- Prose (I Year)
Paper II	- Poetry, Functional Grammar and Communicative Skill (II Year)

### Part II – Additional Language

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

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

### • Programmes in Detail

#### 1. B.A. Afzal-ul-Ulama

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

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

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

Paper	Title of Paper	Marks
<b>1 Year</b>		
Part I - English - Paper I	Prose	100
Paper II	Novel, Functional Grammar and Communicative Skill	100
Part II - Second Language	Hindi or Malayalam	
	Hindi - Paper I Prose and Drama	100
	Malayalam - Paper I Kavitha	100
Part III - Main Paper I	Poetry	100
<b>II Year</b>		
Part I - English - Paper III	Drama & Poetry	100
Part II - Second Language (Hindi or Malayalam)		100
Hindi - Paper II	Poetry & Grammar	
Paper III	Non-detailed, Translation and General Essay	100
Malayalam - Paper II	Nadakavum Attakathayum	100
Paper III	Gadyasahithyam	100
Part III - Main Paper II	Essay and Fiction	100
Subsidiary Paper I	History of English Literature	100
Subsidiary Paper II	Journalism	100



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

### 3. B.A. Malayalam

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

#### 4. B.A. Economics

Paper	Title of Paper	Marks
<b>I Year</b>		
Part I - English - Paper I	Prose	100
Paper II	Novel Functional Grammar & Communicative Skill	100
Part II - Paper I	Second Language (Hindi/Malayalam)	100
Part III - Main Paper I	Micro Economics	100
<b>II Year</b>		
Part I - English Paper III	Drama and Poetry	100
Part II - Paper II	Poetry and Grammar (Hindi)	100
Second Language (Hindi/Malayalam)	Nadakavum Attakathayum (Malayalam)	100
Paper III	Translation and General Essay (Hindi)	100
	Gadyasahithyam (Malayalam)	100
Part III - Main Paper II	Macro Economics	100
Subsidiary Paper I	Political Science	100
Subsidiary Paper II	History of India since 1857	100
<b>III Year</b>		
Part III Main Paper III	Indian Economy	100
Paper IV	Development and Environment	100
Paper V	Quantitative methods for Economic Analysis	100
Paper VI	Banking and Public Economics (Finance)	100

#### 5. B.A. History

Paper	Title of Paper	Marks
<b>I Year</b>		
Part I - English - Paper I	Prose	100
Paper II	Novel, Functional Grammar & Communicative Skill	100
Part II - Paper I	Second Language (Hindi/Malayalam)	100
Part III - Main Paper I	Emergence of Modern World	100
<b>II Year</b>		
Part I - English Paper III	Drama and Poetry	100
Part II - Paper II	Poetry and Grammar (Hindi)	100
Second Language (Hindi/Malayalam)	Nadakavum Attakathayum (Malayalam)	100
Paper III	Translation and General Essay (Hindi)	100
	Gadyasahithyam (Malayalam)	100
Part III - Main - Paper II	Social Formations in India	100
Subsidiary - Paper I	General Economics	100
Subsidiary - Paper II	Political Science	100

<b>III Year</b>		
Part III Main - Paper III	Historiography with special Reference to Indian Historiography	100
Main - Paper IV	Colonialism and Nationalism	100
Main - Paper V	Kerala History	100
Main - Paper VI	International Relations	100

## 6. B.A. Political Science

Paper	Title of Paper	Marks
<b>I Year</b>		
Part I - English - Paper I	Prose	100
Paper II	Novel, Functional Grammar & Communicative Skill	100
Part II - Paper I	Second Language (Hindi/ Malayalam)	100
Part III - Main Paper I	Indian Government and Politics	100
<b>II Year</b>		
Part I - English Paper III	Drama and Poetry	100
Part II - Paper II	Poetry and Grammar (Hindi)	100
Second Language (Hindi/Malayalam)	Nadakavum Attakathayum (Malayalam)	100
Paper III	Translation and General Essay (Hindi)	100
	Gadyasahithyam (Malayalam)	100
Part III Main - Paper II	Comparative Politics	100
Subsidiary - Paper I	General Economics	100
Subsidiary - Paper II	World History	100
<b>III Year</b>		
Part III - Main Paper III	International Politics	80
Main Paper IV	Public Administration Theory and Practice	80
Main Paper V	Political Theory and Political Thought	80
Main Paper VI	1. Elective Paper i. Introduction to Public Policy Analysis	80
	2. Elective Paper ii. Human Rights in India	80

## 7. B.A. Sociology

Paper	Title of Paper	Marks
<b>I Year</b>		
Part I - English Paper I	Prose	100
Paper II	Novel, Functional Grammar & Communicative Skill	100
Part II - Paper I	Second Language (Hindi/ Malayalam)	100
Part III - Main Paper - I	Principles of Sociology	100

<b>II Year</b>		
Part I - English Paper III	Drama and Poetry	100
Part II - Paper II Second Language (Hindi/Malayalam)	Poetry and Grammar (Hindi) Nadakavum Attakathayum (Malayalam)	100
Paper III	Translation and General Essay (Hindi) Gadyasahithyam (Malayalam)	100
Part III - Main Paper II	Society in India	100
Subsidiary Paper I	General Economics	100
Subsidiary Paper II	Political Science	100
<b>III Year</b>		
Part III - Main Paper III	Development of Sociological Thought	100
Main Paper IV	Indian Society, Problems and Challenges	100
Main Paper V	Social Research Methods	100
Main Paper VI	Urban Sociology	100

## 8. B.Sc. Mathematics

Paper	Title of Paper	Marks
<b>I Year</b>		
Part I - English Paper I	Prose	100
Paper II	Novel, Functional Grammar & Communicative Skill	100
Part II - Paper I	Second Language (Hindi/Malayalam)	100
Part III - Main Paper - I	Calculus, Analytic Geometry Algebra & Trigonometry	65+10
Subsidiary Paper I	i. Statistics	50+10
	ii. Financial Accounting	100
<b>II Year</b>		
Part I - English Paper III	Drama and Poetry	100
Part II - Paper II Second Language (Hindi/Malayalam)	Poetry and Grammar (Hindi) Nadakavum Attakathayum (Malayalam)	100
Paper III	Translation and General Essay (Hindi) Gadyasahithyam (Malayalam)	100
Part III - Main Paper II	Calculus & Algebra	65+10
Subsidiary i. Paper II	Statistics	50+10
Paper III	Statistics (Practical)	50+20+10
	Theory - 50	
	Practical - 20	
	Internal - 10	
Subsidiary ii.	Advanced Accounting	100

<b>III Year</b>		
Part III - Main Paper III	Algebra	65+10
Main Paper IV		65+10
Main Paper V		65+10
Main Paper VI		65+10
Main Paper VII		55+10+10
	Theory – 55	
	Record – 10	
	Internal – 10	
Main Paper VIII	Elective II: Graph Theory	65+10
<b>Total for part III – 1000 Marks</b>		

### 9. B. Com.

Paper	Title of Paper	Marks
<b>I Year</b>		
Part I - English Paper I	Prose	100
Part II - Addl. Language	Second Language (Hindi/Malayalam)	100
Part III	Commerce Subjects	
	1. Principles of Business Decisions	100
	2. Management and Business Communication	100
	3. Entrepreneurship Development	100
	4. Financial Accounting	100
<b>II Year</b>		
Part I - English-Paper II	Poetry, Functional Grammar & Communicative Skill	100
Part III	Commerce Subjects	
	5. Business Regulatory Frame Work	100
	6. Business Statistics	100
	7. Principles of Marketing	100
	8. Advanced Financial Accounting	100
	9. Optional Subjects Paper – I (Taxation)	100
<b>III Year</b>		
Part III	Commerce Subjects	
	10. Banking Law and Practice	100
	11. Auditing	100
	12. Cost Accounting	100
	13. Capital Market	100
	14. Management Accounting	100
	15. Optional Paper – II (Taxation)	

## 10. B.Com Additional Elective Co-operation

Co-operation I	100
Co-operation II	100

### • Eligibility for Admission

#### 1. B.A.

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

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

#### 2. B.Sc.

Candidates seeking admission to the B.Sc. Mathematics Degree Programme should have passed the Pre-degree Examination of this University or Higher Secondary VHSE/AISSCE/ISE Examination with Mathematics as one of the Optional Subject or any examination accepted by the Academic Council as equivalent thereto.

#### 3. B.Com.

Candidates for B.Com. Degree Programme shall be required to have passed the Higher Secondary Examination of the Directorate of Higher Secondary Kerala or any other examination equivalent to it recognised by the University of Kerala, with Accounting as one of the subjects and any two of the following subjects:

- |                           |                                |                        |
|---------------------------|--------------------------------|------------------------|
| 1. Commerce               | 4. Commercial Geography        | 7. Banking             |
| 2. Business Studies       | 5. Insurances and Salesmanship | 8. Business Management |
| 3. Business Communication | 6. Economics                   | 9. Office Management   |

as optional under Part III of the examination or to have passed an **equivalent examination with other subjects under Part III provided they have secured 45 percent of the aggregate marks.**

#### 4. B.Com Additional Co-operation Elective: B.Com Degree holders from Kerala University. (M.Com Degree holders with B.Com. from Kerala University can also apply)

#### 5. Candidates who have registered themselves for I/II year degree examination through college study and are eligible for promotion to the next year of the course in the college will be admitted to II/III year of the degree course with the same optional subjects. They will not be admitted to the I year of the same course.

Candidates who have obtained private registration for B.A./B.Com. Degree course and have registered for I/II year examination are eligible for admission to the II/III Year of the course with the same Optional Subjects. The Hall Ticket or Marklist of I/II year examination should be produced along with the application for admission. They have to cancel the unavailed portion of the private Registration.

#### 6. Candidates who have obtained private registration for the B.A. and appeared for the III year examination will not be admitted to the Institute for the B.A. course again. However they will be admitted to B.Com. Course provided they submit the University Order cancelling their private registration for B.A. examination. Candidates who have obtained private registration for the B.Com. and have appeared for the I/II year examination will not be admitted to the Institute for B.Com. course again. However they will be admitted to B.A. course provided they submit the University Order cancelling their private registration for B.Com. examination. Candidates who have obtained private registration for B.A./B.Com. examination but have not

applied for any of the University Examinations for the said course will be admitted to B.A./B.Com. course only if they submit University Order cancelling their private registration.

7. A Candidate who has passed the B.A./B.Sc. Degree examination in Parts I and II and fails in Part III (after registering For III B.A./B.Sc. examination) shall be permitted to appear for part III of the B.A. degree examination at one sitting offering a new optional group provided he/she has undergone the prescribed course of study in the new optional group by attending the IDE for a period of not less than two academic years. Such candidates will be admitted to the Second Year of the course only.
8. Candidates who have passed all parts of the B. A. / B Sc. examination and apply for admission to B. Com. shall be exempted from taking Parts I and II of B. Com. Degree examination. They shall be admitted to II year B. Com. and shall have to take whole examination (part III only) in one sitting after attending this Institute for a period of not less than two academic years.
9. Candidates who have passed Part I and II only of the B. A Degree examination and apply for admission to B Com. shall not be exempted from any part of the B.Com Degree examination. They shall be admitted to I year of the B.Com Degree.
10. Candidates who have registered themselves for M.A./M. Com. Examination but have not been presented for I Year examination shall be admitted to B.A./B. Com. Course as per the provision for specialization after getting the private registration cancelled; if they are graduates of this University. If they are graduates of other Universities they shall be admitted to B.A./B.Com course as fresh students provided they are qualified for the same.
11. Candidates with higher Degree in particular Subject shall be admitted to B.A./B. S.c./B. Com courses and appear for Examination in another subject. Such candidates are exempted from passing Part I, Part II and subsidiaries of the lower examination which they have already passed as Part I, Part II, subsidiary or Main subject as the case may be at the Degree/P.G. level. They are exempted from the minimum duration of the course prescribed for regular/private study candidates. The duration of the courses prescribed for change of optional subjects is generally applicable to these candidates. They shall not be awarded a degree for a second time but a special certificate for the subject of the Examination passed by them and the dates of such examination shall be issued to them.
12. Other Categories of candidates, if any, are advised to seek clarification of rules before they submit the application for admission.
13. Optional Subjects/Additional language once selected by the candidate cannot be changed. However they are allowed to change the same after remitting Rs. 300/- towards optional change within one month of the date of admission. Change of subjects/Additional language shall not be considered under any circumstance after the said period.

Note: The examinations and courses mentioned in sub clauses 5,6,7,8,9 refer to those of this University alone.

## Rules regarding Calculation of dues

- \* All dues should be cleared before issuing or releasing any certificate from this Office. Only those students who have registered for I/II year examination are eligible for promotion to II/III year degree course. Students who are eligible for promotion to the IInd and IIIrd year of the course are requested to remit their Ist Installment of fee well in advance of the last date ie. **10<sup>th</sup> June**. This will ensure early dispatch of the first set of study materials. Receipt of study materials by those who do not remit fee on time will not make a claim to continue their studies and to remit the fees subsequently.
- \* Students who fail to pay the fees before 10th June shall have to pay a fine of Rs. 50 for one month. On default the registration shall be cancelled. Re-admission may be granted in the same year provided the students apply for re-admission with a fee of Rs. 100 up to

October 10th and a super fine of Rs. 250 upto 30th December. After that date remittance of 1st Installment cannot be permitted.

- **Syllabi and Text Books**

The Syllabi and text books for degree course by Distance Education shall be the same as for the degree course conducted in affiliated colleges of the University of Kerala unless otherwise decided by the relevant bodies of the University.

- **Other Regulations for B.A.**

1. No candidate shall be declared eligible for the Degree of Bachelor of Arts unless he has completed the course of study prescribed and passes the examination in all the subjects under the three parts of the examination viz – Part I – English, Part II – Additional Language and Part III – Optional Subjects. No candidate who has passed any part or parts of the examination shall be allowed to appear again for that part or parts of the examination passed by him.
2. Pass minimum - A candidate for the degree of Bachelor of Arts shall be declared to have passed the examination.
  - i. Part - I English - of the examination if he obtains not less than 35% of the aggregate marks of the three papers comprised in that part.
  - ii. Part II - Additional Language – of the examination if he obtains not less than 35% of the aggregate marks of the three papers comprised in that part.
  - iii. Part III - Optional Subject – of the examination if he obtains not less than 35% of the marks for each division of the Examination.

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

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

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

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

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

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

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

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

5. A candidate for the First Year, Second Year or Third year B.A. Degree examination shall be required to register himself for the whole examination at the first appearance.
6. A candidate who has registered for the examination at the end of the first year/ Second year of the course shall be permitted to continue the course of study in the second year/third year class irrespective of the results of the examination.
7. Candidates who do not register their names for the respective examination shall not be promoted to the next higher class under any circumstances.



8. (a) A candidate who has appeared / registered for first Year B.A. degree Examination at the end of the first year of the course will be allowed to appear again for the first year examination along with the second year examination with a view to improving the results of the first year examination.
- (b) A candidate who has registered / appeared for II B.A. degree examination at the end of second year will be allowed to appear for Part III – Paper II Main only of the second year examination along with the third year examination with a view to improving the results. Those who have failed in or were absent for Part I, Part II and Part III Subsidiary papers have to submit separate applications for reappearance (See item 9 (a) below) Improving will not be permitted for subsidiary papers, Part I and Part II after Second year B.A. Examination.
- (c) When a candidate re-appears for the whole or part or papers First Year/Second Year B.A. Degree examination with a view to improving the higher marks scored either in the first examination or on re-appearance will be taken into account for declaring his result.

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

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

9. (a) A candidate who fails in part I/II/III (subsidiary) at the end of the second year shall be permitted to take the examination in that part in September or along with the final examination at the end of the third year. He shall apply in separate application form for the same.
- (b) A candidate who pass in any division of the examination under Part III need not appear again for that division but shall be allowed to complete Part III by passing the division in which he had failed.
10. A person who has qualified for the B.A./B.Sc. Degree of this University under these regulations shall be permitted to appear for a different optional group under Part III of the examination at one sitting provided he has undergone the prescribed course of study for the selected new group of optional subjects for a period of not less than two academic years after qualifying for the degree.

Provided further that he shall not be allowed to offer any of the main or subsidiary subjects included in Part III of the B.A. degree examination he had already taken.

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

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

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

### • Other Regulations for B. Com.

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

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

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

  - (b) A candidate who has appeared for the second B. Com. Degree examination will be allowed to appear again for the examinations, under Part III of the second year along with third year examination with a view to improving the results.
  - (c) When a candidate reappears for a paper/papers of the First Year / Second Year B.Com. Degree Examination, the higher marks scored by him will be taken into account for declaring his results.
7. A candidates who fails to secure the required pass minimum in Part I of the examination at the end of the second year, shall be permitted to take the Examination in the following supplementary examination and / or along with the subsequent examinations.
8. A candidate who has qualified for the B. Com. Degree of this University shall be permitted to appear for different optional subject under Part III of the B. Com. Degree Examination provided he has undergone the course of study prescribed for the selected new optional subject by attending a college/correspondence course for a period of not less than one academic year after qualifying for the Degree. Successful candidates under the above regulation will be given a special Certificate for the subject of the examination they have passed. They shall not be admitted to the B.Com. Degree a second time at a convocation and are not eligible for being considered for ranking.

### Subsequent Appearance

Students shall submit their applications for University examination through the Director, Institute of Distance Education, when they register their names for the first appearance in the first, second and third years and for improvement. They shall use the application form supplied by the Institute only. They shall not send their applications direct to the Controller of Examinations. But students who are declared to have failed in the examination in parts or whole and who desire to appear in the examination will have to apply direct to the Controller of Examinations in the form available with the Controller of Examinations. For such forms they shall apply to the University Store (Examinations) University of Kerala, Thiruvananthapuram along with chalan for Rs. 10/- and a self addressed stamped envelope.

## COURSE DETAILS

### POST GRADUATE PROGRAMMES - HUMANITIES, COMMERCE & SCIENCE

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

**Duration of the Programmes :** Two Years

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

#### Broad Pattern of the Programmes

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

### Programme Details

#### FIRST YEAR M.A. HISTORY

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

**FINAL YEAR M.A. HISTORY**

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

**FIRST YEAR M.A. POLITICAL SCIENCE**

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

**FINAL YEAR M.A. POLITICAL SCIENCE**

Paper	Title of Paper	Maximum Marks		
		Continuous Assessment	Annual Assessment	Total
IX	Research Methodology	15	85	100
X	Gandhian Political Thought	15	85	100
XI	Issues in Indian Politics	15	85	100
XII	Modern Indian Social and Political Ideas	15	85	100
XIII	Politics of Developing Countries	15	85	100

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

**FIRST YEAR M.A. ECONOMICS**

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

**FINAL YEAR M.A. ECONOMICS**

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

**FIRST YEAR M.A. SOCIOLOGY**

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

**FINAL YEAR M.A. SOCIOLOGY**

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

**FIRST YEAR M.A. PUBLIC ADMINISTRATION**

Paper	Title of Paper	Maximum Marks		
		Continuous Assessment	Annual Assessment	Total
I	Theories and Concepts of Public Administration	15	85	100
II	Development Administration in India	15	85	100
III	Indian Government and Politics	15	85	100
IV	Human Resources Management	15	85	100
V	Principles of Business Administration	15	85	100
VI	Public Policy Analysis	15	85	100
VII	Human Rights in India (Elective Paper I)	15	85	100
VIII	State Administration in India (Elective Paper II)	15	85	100
		Total		800

**FINAL YEAR M.A. PUBLIC ADMINISTRATION**

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

**FIRST YEAR M.A. ISLAMIC HISTORY**

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

**FINAL YEAR M.A. ISLAMIC HISTORY**

Paper	Title of Paper	Maximum Marks		
		Continuous Assessment	Annual Assessment	Total
IX	Islamic Jurisprudence	15	85	100
X	Islamic Political Thought	15	85	100
XI	Muslims and Freedom Movement	15	85	100
XII	Muslim World in Modern Times	15	85	100
XIII	Revivalist Movement in Islam	15	85	100
XIV	Islamic Economics	15	85	100

XV	The Muslim Tradition of Kerala	15	85	100
XVI	Contemporary Islamic World	15	85	100
XVII	Dissertation / Essay		100	100
XVIII	Comprehensive Viva - Voce		100	100
		Total		1800

**FIRST YEAR M.A. PHILOSOPHY**

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

**FINAL YEAR M.A. PHILOSOPHY**

Paper	Title of Paper	Maximum Marks		
		Continuous Assessment	Annual Assessment	Total
IX	Modern Indian Thought	15	85	100
X	Philosophy of Science	15	85	100
XI	Phenomenology and Existentialism	15	85	100
XII	Analytical Philosophy	15	85	100
XIII	Gandhian Philosophy	15	85	100
XIV	Recent Development in Western Philosophy	15	85	100
XV	Philosophy of Mind	15	85	100
XVI	Philosophy of Religion	15	85	100
XVII	Dissertation / Essay		100	100
XVIII	Comprehensive Viva - Voce		100	100
		Total		1800

**FIRST YEAR M.A. ENGLISH**

Paper	Title of Paper	Maximum Marks		
		Continuous Assessment	Annual Assessment	Total
I	Chaucer to the Elizabethan Age	15	85	100
II	Shakespeare	15	85	100
III	Milton to 1800	15	85	100



IV	The Romantic Age	15	85	100
V	The Victorian Era	15	85	100
VI	The Modern Era Part (i)	15	85	100
VII	The Modern Era Part (ii)	15	85	100
VIII	Indian Writing in English	15	85	100
		Total		800

**FINAL YEAR M.A. ENGLISH**

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

**FIRST YEAR M.A. MALAYALAM**

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

**FINAL YEAR M.A. MALAYALAM**

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

**FIRST YEAR M.A. HINDI**

Paper	Title of Paper	Maximum Marks		
		Continuous Assessment	Annual Assessment	Total
I	Ancient Poetry-Early & Riti Periods	15	85	100
II	Prose, Novel & Short Story	15	85	100
III	History of Hindi Literature: Early and Medieval Periods	15	85	100
IV	Literary Criticism: Indian and Western Literary thought	15	85	100
V	Medieval Poetry: Bhakti Period	15	85	100
VI	Linguistics & Hindi Language	15	85	100
VII	History of Hindi Literature: Modern Period	15	85	100
VIII	Functional Hindi	15	85	100
		Total		800

**FINAL YEAR M.A. HINDI**

Paper	Title of Paper	Maximum Marks		
		Continuous Assessment	Annual Assessment	Total
IX	Modern Poetry up to Prayogvad	15	85	100
X	Prose: Essay & Other prose poems	15	85	100
XI	Indian Literature Elective Paper	15	85	100
XII	Translation: Theory & Practice	15	85	100
XIII	Modern Poetry: Since Prayogvad	15	85	100

XIV	Prose Drama and One Act Plays	15	85	100
XV	Special Author: Premchand	15	85	100
XVI	Elective Paper: Hindi Literature of South Indian Writers with special reference to Kerala	15	85	100
XVII	Project / Essay		100	100
XVIII	Comprehensive Viva – Voce		100	100
		Total		1800

**FIRST YEAR M.A. SANSKRIT**

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

**FINAL YEAR M.A. SANSKRIT**

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

**FIRST YEAR M.A. TAMIL**

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

**FINAL YEAR M.A. TAMIL**

Paper	Title of Paper	Maximum Marks		
		Continuous Assessment	Annual Assessment	Total
IX	The Study of Tamil Epics	15	85	100
X	Akampuram Theories of Tolkappiyam	15	85	100
XI	Tolkappiyam - Col	15	85	100
XII	Research methodology and Translation	15	85	100
XIII	Ancient Literature	15	85	100
XIV	General Linguistics and History of Tamil Language	15	85	100
XV	Study of Folklore	15	85	100
XVI	Comparative Literature with special Reference to Tamil and Malayalam	15	85	100
XVII	Project / Essay		100	100
XVIII	Comprehensive Viva – Voce		100	100
		Total		1800

**FIRST YEAR M.A. ARABIC**

Paper	Title of Paper	Maximum Marks		
		Continuous Assessment	Annual Assessment	Total
I	Functional Arabic	15	85	100
II	Classical Arabic Literature	15	85	100
III	Quranic and Hadith Literature	15	85	100
IV	Modern Arabic Poetry	15	85	100
V	Communicative Arabic	15	85	100

VI	Medieval Arabic Literature	15	85	100
VII	Arabic Literature In India	15	85	100
VIII	Linguistics, Rhetoric and Prosody	15	85	100
		Total		800

**FINAL YEAR M.A. ARABIC**

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

**FIRST YEAR M.A. MUSIC**

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

**FINAL YEAR M.A. MUSIC**

Paper	Title of Paper	Maximum Marks		
		Continuous Assessment	Annual Assessment	Total
Theory Paper V	Regional Music-Kerala and Tamilnadu	15	85	100
Theory Paper VI	other composers	15	85	100

Practical Paper V	Composition in melas and Janyas (B)	15	85	100
Practical Paper VI	Composition in melas and Janyas (C)	15	85	100
Theory Paper VII	Musical forms and instruments	15	85	100
Theory Paper VIII	Western and Hindustani Music	15	85	100
Practical Paper VII	Pallavi	15	85	100
Practical Paper VIII	Vocal Concert	15	85	100
Presentation		15	85	100
Viva			80+20 Viva	100
		Total		1800

**FIRST YEAR M.Sc. MATHEMATICS**

Paper	Title of Paper	Maximum Marks		
		Continuous Assessment	Annual Assessment	Total
I	Linear Algebra	15	85	100
II	Real Analysis I	15	85	100
III	Differential Equation	15	85	100
IV	Topology	15	85	100
V	Algebra	15	85	100
VI	Real Analysis II	15	85	100
VII	Topology II	15	85	100
VIII	Computer Programming	15	85	100
		Total		800

**FINAL YEAR M.Sc. MATHEMATICS**

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

**FIRST YEAR M.Com.**

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

**FINAL YEAR M.Com.**

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

**Eligibility for PG Programmes**

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

**M.A. Political Science:** Bachelor's degree of Kerala University in History, Politics, Economics, Philosophy, Psychology, Anthropology, Journalism, Business Administration, Public Administration, Geography, Islamic Studies, Sociology, Social Work, Law or Commerce or a Bachelor's degree in English Language and Literature or any degree recognized as equivalent to the above. Science graduates with 55% marks in the main subject are eligible for admission.

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

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

**M.A. Malayalam:** Bachelor's degree of Kerala University with Malayalam Literature under Part III or B.A./B.Sc. degree with Malayalam under Part II with an aggregate maximum of at least 300 marks for Malayalam.

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

**M.A. Sociology:** Bachelor's degree in any subject in the faculties of Arts, Science, Social Science, Commerce and law or its equivalent. BCA degree recognized by University of Kerala and B.F.Sc. degree of Kerala Agricultural University is eligible for admission to the course. Bachelor's degree in Oriental faculties (Malayalam, Hindi, Sanskrit, Tamil, Arabic etc.) and in the faculty of Fine Arts are not eligible for admission.

**M.A. Public Administration:** Bachelor's degree in any discipline.

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

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

**M.A. Islamic History:** Graduate with Islamic History or Arabic under part III or Graduates in Social Science, B.A. Afzal ul Ulama

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

**M.A. Arabic:** Graduates with Arabic as main subject or Part II with 50% marks.

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

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

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

#### • Date of Payment of Fee

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

- |             |   |  |
|-------------|---|--|
| First Year  | – | II Instalment on or before 30th December   |
| Second Year | – | I Instalment within two weeks after the Previous Examination.<br>II Instalment on or before 30th December. |

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

1. The last date for remitting the 1st instalment of tuition fees for the II year MA/M.Com/M.Sc. course without fine is two weeks after the previous exam. Students who fail to remit the Ist instalment within this date will not be normally enrolled to the II Year of the course even if they are eligible for promotion to the II year. However in exceptional cases, on satisfaction of special reasons the Director is empowered to enroll such candidates to the II year on payment of special fine.
2. Dues shall be calculated upto the date of discontinuance. A student who has failed to remit any tuition fee shall be removed from the rolls and no study materials will be sent to him from the date of such removal. Date of termination for this purpose is the date on which the tuition fee with a fine of Rs.50/- falls due. A student who has been so removed is liable to



pay all the fee upto the date of such removal and any document in the custody of the office including TC from this office shall not be issued unless such dues are cleared. A student who intimates, this office of his/her discontinuance on any date after the last date prescribed for remittance of tuition fees without fine will be deemed to have continued till the end of that term. However a student who has been removed is eligible for readmission as per rules.

3. Service shall be stopped on the date of discontinuance or removal.
4. A student who discontinues the course in the middle of an academic year may be readmitted to the same course in the same academic year on payment of readmission fee. A Student who discontinues and applies for readmission in a subsequent year will be readmitted in the beginning of the academic year. In the latter case the student has to remit dues of the previous year and the dues shall be calculated as in item No. 2 above.
5. Students who have remitted all dues in time (during the course period itself) but failed to register for University examination shall avail the chance for exam, registration in subsequent years.

- **Special Admission (Additional Degree)**

Those who already hold a Masters Degree in any subject are eligible for admission to any other PG Programmes having no Practicals of the Institute. They have to undergo two years study in the IDE and take the examination at the end of each year. They will not be considered for ranking and will not be awarded another degree certificate. They will be granted a certificate of having passed the additional examination and also the mark sheet showing marks and division.

- **Rules regarding calculation of dues**

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

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

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

- **Rules regarding Lower Registration rate**

In case of subjects the enrolments of which is below 25, the registration fee collected shall be 50% of the tuition fee. The students have to remit all other fees as said in the prospectus.

- **Project Guidance**

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

- **Annual Assessment**

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

- **Classification of Results**

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

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

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

- **Other Regulations**

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

## MANAGEMENT PROGRAMMES

### MBA, MHRM, PGDHRM, PGDMM, PGDTTM, PGDEPMA

#### Master of Business Administration (M.B.A)

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

This course is designed to be offered as a Distance Learning Two year Semester Programme through the Institute of Distance Education with academic support and co-ordination of the Institute of Management in Kerala (IMK), a department under the University of Kerala.

#### Eligibility for Admission

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

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

#### Admission Procedure

Admission to the MBA programme through IDE is made on the basis of an Entrance Test to be conducted by the Institute of Management in Kerala each year and the final selection list is prepared by giving 50% weightage for the marks secured by the candidate in the qualifying examinations and 50% weightage for the Entrance Test. The Entrance Test is for 2 hrs. duration at convenient centre or centres decided by the IMK.

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

#### Application form and Prospectus

Application form & Prospectus can be had on request. The request should be accompanied by a pay-in-slip at the University cash counter or by demand draft for ₹ 300/- (₹ 500/- for students residing outside India) towards the cost of the application form and a self addressed envelop of 24x17 cms. size stamped ₹ 15/-.

#### Documents to be produced for appearing for the Entrance Test

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

1. Certified photocopy of Certificate/Marklist of the qualifying examination and Transfer Certificate.
2. Identity card with the name and address of the applicant duly filled and signed in.

## SCHEME OF EXAMINATION

### First Year

#### First Semester:

Sl. No.	Subject Code	Course	Contact hrs. in the year	Maximum marks		
				CA	AA	Total
1.	MBAD 101	Principles of Management	15	25	75	100
2.	MBAD 102	Accounting for Managers	15	25	75	100
3.	MBAD 103	Quantitative methods for Management	15	25	75	100
4.	MBAD 104	Business Environment	15	25	75	100
5.	MBAD 105	Operations Management	15	25	75	100
6.	MBAD 106	Organizational Behaviour	15	25	75	100
7.	MBAD 107	Managerial Economics	15	25	75	100
Total			105	175	525	700

#### Second Semester:

Sl. No.	Subject Code	Course	Contact hrs. in the year	Maximum marks		
				CA	AA	Total
1.	MBAD 201	Operation Research	15	25	75	100
2.	MBAD 202	Written and Oral communication	15	25	75	100
3.	MBAD 203	Research methods for Management	15	25	75	100
4.	MBAD 204	Financial Management	15	25	75	100
5.	MBAD 205	Human resource Management	15	25	75	100
6.	MBAD 206	Marketing management	15	25	75	100
7.	MBAD 207	E-Business mini project		50		100
Total			90	200	450	650

## Second Year

### Third Semester:

Sl. No.	Subject Code	Course	Contact hrs. in the year	Maximum marks		
				CA	AA	Total
1.	MBAD 301	Laws for Business	15	25	75	100
2.	MBAD 302	Management Information System	15	25	75	100
3.		Elective 1	15	25	75	100
4.		Elective 2	15	25	75	100
5.		Elective 3	15	25	75	100
6.		Elective 4	15	25	75	100
		Total	90	150	450	600

### Fourth Semester:

Sl. No.	Subject Code	Course	Contact hrs. in the year	Maximum marks		
				CA	AA	Total
1.	MBAD 401	Strategic management	15	25	75	100
2.		Elective 5	15	25	75	100
3.		Elective 6	15	25	75	100
4.		Elective 7	15	25	75	100
5.		Elective 8	15	25	75	100
6.	MBAD 402	Project Work			200	200
7.	MBAD 403	Comprehensive Viva Voce			50	50
		Total	75	125	625	750

**ELECTIVES:** There are 4 streams of electives, namely, Marketing, Finance, Human Resources and Systems stream. A student has to choose any 2 streams of electives. Each stream has 4 papers. A total of 8 electives to be taken for study.

### Contact Centres/Counselling Centres

The students of MBA programme shall select a Contact centre/Counselling Centre from the list of approved contact centres/counselling centres notified by the Institute in the beginning of each academic year after taking into account the enrolment of candidates. Each contact centre/counselling centre under a co-ordinator will conduct Personal Contact Programmes for the course on weekends and holidays or on such convenient days. The Director, IDE may entertain request for change of contact centre/counselling centre on reasonable grounds after charging the fee for transfer of centre.

## Evaluation Details

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

### Continuous Assessment (CA)

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

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

There is no continuous assessment for project work

Those who secure a minimum of 75% attendance in the aggregate for all the contact classes conducted in a year shall only be allowed to register for the annual examination. However, a candidate who fails to get the minimum attendance as aforesaid shall also be permitted to register for the annual examination on request together with the required fees of Rs. 200/- for exemption prescribed by the University but no marks for attendance will be given.

### Assignment, Seminar/Discussion/Test paper

Topics for Assignments shall be decided and evaluated by the faculty in charge of each subject.

The Co-ordinator of each contact centre/counsellingcentre shall publish the consolidated mark list of CA in the contact centre/counsellingcentre at least one month before the commencement of University examinations. The complaints regarding the award of marks for the various components of CA, if any, have to be submitted to the Course Co-ordinator in the IDE within 2 weeks from the date of display of mark list in the Contact Centre/CounsellingCentre. These complaints shall be examined by the Advisory Committee and the said committee shall arrive at a decision. The decision of the committee shall be communicated by the Course Co-ordinator to the students through the Contact centre/Counsellingcentre.

Any student who is not satisfied with the decision of the Advisory committee can prefer an appeal to the University level Monitoring Committee within 2 weeks from the date of receipt of the communication as aforesaid. The decision of the University Level Monitoring Committee in this regard shall be final.

### Guidance of the Project Work

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

### Annual Assessment (AA)

Annual Assessment at the end of second and fourth semesters shall be conducted by the University and evaluated under the double valuation system, applicable to the Post-Graduate examinations. The first and third semester examinations shall be conducted by IMK in association with IDE.

### Pass requirements

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

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

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

### **Classification of Results**

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

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

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

### **Promotion**

Candidates who register for the 1st year University Examination alone shall be promoted to the 2nd year of the course.

### **Other Regulations:**

All other rules applicable to students of the PG course under the annual examination scheme and other rules framed by the University from time to time are applicable to the students of the IDE.

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

## **Master of Human Resource Management (MHRM)**

### **1. Introduction**

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

### **2. Object of MHRM**

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

### **3. Eligibility for Admission**

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

There will not be any restrictions regarding age.

#### 4. Scheme and Syllabus

##### I Year MHRM

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

##### II Year MHRM

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

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

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

#### 11. Gradation

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

## PGDHRM (Post Graduate Diploma in Human Resource Management)

### Eligibility for PGD HRM, PGD MM, PGD TTM & PGD EPMA

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

### Course objective

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

Duration of the Courses – 1 Year

### Conduct of the Programme

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

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

Part I	Core Courses – 4 Papers		Total Exam Mark	Total Mark
	Paper I	Human resource Management	100	100
	Paper II	Industrial Relations	100	100
	Paper III	Organizational Behaviour	100	100
	Paper IV	Labour Legislation	100	100
Part II	Optional 1 Paper			
	Paper I	Principles of Business Management	100	100

## PGDMM (Post Graduate Diploma in Marketing Management)

Part I	Core Courses – 4 Papers		Total Exam Mark	Total Mark
	Paper I	Marketing management	100	100
	Paper II	Marketing Research	100	100
	Paper III	Advertising management	100	100
	Paper IV	International Marketing	100	100
Part II	Optional 1 Paper			
	Paper I	Principles of Business Management	100	100



## PGDTTM (Post Graduate Diploma in Travel and Tourism Management)

Subjects of Study and Maximum Marks

Part I – Core Courses

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

### Scheme of Evaluation

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

### Assignment

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

### Grading

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

60% marks and above – I Class

50% marks and above – II Class

40% marks and above – III Class

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

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

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

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

**Scheme of PGDEPMA**

## Part A

	Core Papers	Maximum Marks		
		Written University Exam	Internal Assessment	Total
Paper I	Educational Planning & Development	80	20	100
Paper II	Educational Management and Administration	80	20	100
Paper III	Total quality Management in Education	80	20	100
Paper IV	Financial Administration	80	20	100
Paper V	Organizational behaviour	80	20	100

## Part B Optional paper (offer any one)

Paper VI A	Management of Higher Education	80	20	100
Paper VI B	Management of School Education			
	Total Marks	480	120	600

**Assignment and Examination**

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

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

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

**Classification**

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

## LIBRARY AND INFORMATION SCIENCE PROGRAMMES

### BLISc & MLISc

#### BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLISc)

##### Objectives

The objectives of the Bachelor's Degree in Library and Information Science (BLISc) are:

- i. to give the students an understanding of the basic principles and fundamental laws of library and information science.
- ii. to enable the students to understand and appreciate the place and functions of different types of libraries in the changing social and educational set up; and
- iii. to give training to the students in the techniques and routines of modern library management.

**DURATION :** One Year

##### Eligibility For Admission

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

##### Examination, Registration and Pass requirement

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

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

##### Overview of the Programme:

Paper No.	Title of the Paper	Maximum Marks		Total
		Written Exam (3 hrs)	Internal Assessment	
1.	Library and Society	75	25	100
2.	Library Management	75	25	100
3.	Information Sources, Services and Systems	75	25	100
4.	Information Technology (Theory)	75	25	100
5.	Information Technology (Practical)	75	25	100
6.	Library Classification and Cataloguing (Theory)	75	25	100
7.	Library Classification (Practical)	75	25	100
8.	Library Catalogue (Practical)	75	25	100
	<b>Total</b>			<b>800</b>

## MASTER OF LIBRARY & INFORMATION SCIENCE (MLISc)

### Objectives

The main Objectives of this course are:

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

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

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

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

1. Science Information System
2. Academic Library System

### Admission Requirements

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

**Attendance**

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

**Assessment and Evaluation**

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

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

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

**Dissertation & Viva – voce**

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

## IT PROGRAMMES

<b>B.Sc. Computer Science</b>	Bachelor of Science in Computer Science
<b>BCA</b>	Bachelor of Computer Applications
<b>B.Com CA</b>	<b>B. Com Accounting &amp; Computer Applications</b>
<b>PGDCA</b>	Post Graduate Diploma in Computer Applications
<b>M.Sc. Computer Science</b>	Master of Science in Computer Science

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

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

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

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

#### **Personal Contact Programme**

For Degree Courses, contact classes are held for about 80 days per year on holidays at various study centres previously fixed. This provides opportunity for the students to interact with their teachers and peers.

#### **Study Materials**

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

#### **Computer Laboratory**

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

#### **Contact Class and Lab work**

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

Evaluation Details	–	Internal (two assignments each year for theory and one for Lab) External (Annual Examination)
Examination	–	Examination will be conducted by the University.

#### **Regulation and Scheme for B.Sc. (Computer Science),**

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

#### **Offered under the Distance Education Programme of the University of Kerala**

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

## Eligibility

- i. A pass in Pre-Degree examination of the University of Kerala, or any other examination recognized as equivalent thereto.  
OR
- ii. Any degree of the University of Kerala or equivalent.  
OR
- iii. Diploma holders in Engineering subjects approved by the Director of Technical Education, Government of Kerala, Diploma being obtained after a study of 3 years Programme in Polytechnic.

## Pass requirements

1. For each theory paper, a candidate should secure a minimum of 50 marks out of total of 125 marks in the University examination and a total of 75 marks out of 150 marks (inclusive of University examination and Evaluation for assignment etc.)
2. For each Lab paper, Case study, Project work etc. the evaluation scheme will be same as that of the Regular B. Sc. (Computer Science), programme. The pass requirement in all such cases will be a minimum of 50% marks of the respective component. (i.e Lab / Case Study / Project Work).
3. Aggregate marks secured in all theory, practicals, case study. Project etc. will be considered for the final classification (out of a total of 3000 marks).
4. Candidates who secure 80% and above in aggregate passing, all subjects without a failure in any subject in all the three years will be declared to have passed in first class with distinction.
5. Candidates securing 60% and above in aggregate of all subjects will be declared to have passed in first class.
6. All other successful candidates will be declared to have passed in second class.
7. 50% attendance in contact class is compulsory. **Those who fail to secure atleast 50% attendance are not eligible to apply for the examination.**
8. A candidate must pass all subjects of the first year and second year examinations not availing more than three chances given for the same. If He/she does not pass all subjects in the examination held within six years after enrolment the candidate has to discontinue the course.
9. Promotion to 2nd year will be granted to those students who register for University examination at the end of 1st year.
10. Promotion to 3rd year will be granted to those students who register for University examination at the end of 2nd year.

## Scheme of Bachelor of Computer Applications (BCA) (3 year – Annual Scheme)

	First Year	Internal	External	Total
Paper 1	Technical Communication	25	125	150
Paper 2	Mathematics	25	125	150
Paper 3	Basic electronics and Fundamentals of Computers	25	125	150
Paper 4	Programming Principles	25	125	150
Paper 5	Principles of Accountancy and Management	25	125	150
Paper 6	Lab – I PC Software		100	100
Paper 7	Lab – II Programming in C		100	100
Paper 8	Case study I		50	50
	<b>Total</b>			<b>1000</b>

	Second Year	Internal	External	Total
Paper 1	Statistical Methods and Operations Research	25	125	150
Paper 2	Computer Organization and Operating Systems	25	125	150
Paper 3	Objective Oriented Programming and Data Structure	25	125	150
Paper 4	Data Base Management Systems and COBOL	25	125	150
Paper 5	Data Communication and Computer Networks	25	125	150
Paper 6	Lab – III Objective Oriented Programming		100	100
Paper 7	Lab – IV COBOL and DBMS		100	100
Paper 8	Case study II		50	50
	<b>Total</b>			<b>1000</b>

	Final Year	Internal	External	Total
Paper 1	System Analysis and Design	25	125	150
Paper 2	Internet and Web Applications	25	125	150
Paper 3	Information System and MIS	25	125	150
Paper 4	Elective - I	25	125	150
Paper 5	Elective - II	25	125	150
Paper 6	Lab – V Internet and Visual Tools		50	50
Paper 7	Project and Viva - Voce		200	200
	<b>Total</b>			<b>1000</b>



**List of Electives**

1. Software Engineering
2. Visual Tools
3. Information Technology in Management
4. Computer Graphics
5. Design and Analysis of Algorithms

**Scheme of Bachelor of Computer Science**  
(3 year – Annual Scheme)

	<b>Subject First Year</b>	<b>Internal</b>	<b>External</b>	<b>Total</b>
Paper 1	Technical Communication	25	125	150
Paper 2	Mathematics	25	125	150
Paper 3	Basic electronics and Fundamentals of Computers	25	125	150
Paper 4	Programming Principles	25	125	150
Paper 5	Principles of Accountancy and Management	25	125	150
Paper 6	Lab – I PC Software		100	100
Paper 7	Lab – II Programming in C		100	100
Paper 8	Case study I		50	50
	<b>Total</b>			<b>1000</b>

**Second Year**

	<b>Subject Second Year</b>	<b>Internal</b>	<b>External</b>	<b>Total</b>
Paper 1	Statistical Methods and Operations Research	25	125	150
Paper 2	Computer Organization and Operating Systems	25	125	150
Paper 3	Objective Oriented Programming and Data Structures	25	125	150
Paper 4	Data Base Management Systems and COBOL	25	125	150
Paper 5	System Analysis and Design	25	125	150
Paper 6	Lab – III Objective Oriented Programming		100	100
Paper 7	Lab – IV COBOL and DBMS		100	100
Paper 8	Case study II		50	50
	<b>Total</b>			<b>1000</b>

**Final Year**

	<b>Subject Final Year</b>	<b>Internal</b>	<b>External</b>	<b>Total</b>
Paper 1	Data Communication Systems	25	125	150
Paper 2	Computer Graphics	25	125	150
Paper 3	Software Engineering	25	125	150

Paper 4	Elective - I	25	125	150
Paper 5	Elective - II	25	125	150
Paper 6	Lab – V Computer Graphics		50	50
Paper 7	Project and Viva - Voce		200	200
	<b>Total</b>			<b>1000</b>

### List of Electives

1. Internet and Web Applications
2. Information Systems and MIS
3. Visual Tools
4. Information Technology in Management
5. Design and Analysis of Algorithms

## B. Com. (Accounting & Computer Applications) Degree

### 1. Scheme

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

### 2. Course Objective

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

### 3. Eligibility for admission

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

### 4. Course content

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

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

### 5. Course duration

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

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

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

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

W = Written

P = Practical

**6. Pass minimum**

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

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

**7. Classification of successful candidates**

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

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

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

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

### 8. Registration for Examination

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

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

### 9. Improvement

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

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

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

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

### 10. Contact Classes and Lab work

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

## Post graduate Diploma in Computer Applications (PGDCA)

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

### Scheme of Post Graduate Diploma in Computer Applications (PGDCA) (18 months)

#### First Year (part I):Duration 12 months

Sl. No.	Code	Subject	Duration of Exam	Marks		Total
				Assign-ment	Univer-sity Exam	
1	DCA 11	Introduction to Computer Organization	3 hrs.	20	80	100
2	DCA 12	System Software & Operating System	3 hrs.	20	80	100
3	DCA 13	Structured Programming through COBOL	3 hrs.	20	80	100
4	DCA 14	Data Base Management System	3 hrs.	20	80	100
5	DCA 15	Introduction to Programming through 'C'	3 hrs.	20	80	100
6	DCA 16	Software Lab I	3 hrs.	20	80	100

7	DCA 21	System Analysis & Design	3 hrs.	20	80	100
8	DCA 23	Data Structure & Algorithms through 'C'	3 hrs.	20	80	100
		<b>Total Marks</b>		<b>160</b>	<b>640</b>	<b>800</b>

### Second Year (Part II): Duration 6 months

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

Duration: 18 months including project work

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

1. Each theory paper should have a minimum of 15 hours of contact classes.
2. A minimum of 50 hours of Lab work (contact hours) in part I and 50 hours of lab work in part II to be provided.
3. A minimum of two assignments be given to the students in each theory paper. One assignment 10 marks. The centre may have to arrange for evaluation of assignments and return of the papers in systematic way.
4. University examination in each theory paper carries 80 marks. In the case of DCA 16-PC software, 20 marks is allotted for 2 Lab assignments and 80 marks for the University Exam (Lab).
5. Distribution of marks in the case of project work: 150 marks for project assessment. Two experts will assess the project work. Each examiner shall award a maximum of 75 marks and the total marks awarded by the two examiners shall be added up to award the marks out of 150.
6. A Viva – Voce exam shall be conducted and the max. mark for Viva-Voce exam is 50.
7. Classification of results: Same rules as that of regular PGDCA programme.
8. Rules for attendance: as per the Distance Education Programme norms.

### Eligibility

A Bachelors Degree in any discipline.

### Personal contact Programme

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

### Computer Laboratory

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

## M.Sc. Computer Science

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

### Eligibility

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

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

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

Paper	Subject	Internal	External	Total
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#### First Semester

1.1	Mathematical foundations of Information Technology	20	80	100
1.2	Fundamental programming	20	80	100
1.3	System Architecture	20	80	100
1.4	Microprocessor Architecture and programming	20	80	100
1.5	Data management and file system	20	80	100
1.6	Case study - I	20	80	100
1.7	Practical (Software) –I	20	80	100
	<b>Total</b>			<b>700</b>

#### Second Semester

2.1	Operation Research	20	80	100
2.2	Operating Systems	20	80	100
2.3	Object Oriented Programming &Java	20	80	100
2.4	Database Management Systems	20	80	100
2.5	Computer Networks and Data communication	20	80	100
2.6	Case study – II	20	80	100
2.7	Practical (Software) – II	20	80	100
	<b>Total</b>			<b>700</b>

#### Third Semester (Specialization in Networking)

3.1	Information Systems: Analysis and Design	20	80	100
3.2	Object Oriented Analysis and Design	20	80	100

3.3	Internet Programming and Web Design	20	80	100
3.4	Distributed and parallel computing	20	80	100
3.5	Advanced Artificial Intelligence	20	80	100
3.6	case study –III (Agent Technology and web)	20	80	100
3.7	Practical (Software) – III	20	80	100
	<b>Total</b>			<b>700</b>

#### Fourth Semester

4.1	Project Work (Five months project work in Research & Development Institutions, Industries approved by the competent authority.			100
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OR

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

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

	<b>Total</b>			<b>100</b>
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#### Classification of Results

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

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

#### Other Regulations

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

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

#### Contact classes and Lab work

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

#### Evaluation Details

- Internal : 2 Tests for 10 marks and 2 assignments for 10 marks (Total 20 marks)  
 External : University Examination (80 marks) will be conducted by the University.

## HEALTH SCIENCE PROGRAMMES

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

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### M.H.Sc CCD

#### Master of Health Science in Clinical Child Development

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

#### CHILD DEVELOPMENT CENTER (CDC)

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

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

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



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

### **Justification of the Course**

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

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

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

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

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

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

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

### **Objectives**

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

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

### **Eligibility for admission**

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

### **Programme Delivery**

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

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

### 3. Course requirement:

- Practical: The students of the program shall besides undergoing the prescribed course of study, do two weeks practical training at Child Development Centre or Centres approved by CDC under the supervision of a teaching faculty. The candidate shall produce the attendance certificate from the centre for appearing in the final university examination.
- Dissertation: During the second year the student shall prepare and submit a dissertation based on research study, to the University before the final examination at the end of the second year on a particular topic under the guidance of a teaching faculty.
- Assignments. –The students shall submit one assignment for each paper per year and each assignment carries 15 marks.

### Scheme of Examination

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

### First Year

Paper	Name of paper	Duration of exams	Maximum marks			
			Code	Written exam	Assignment	Total
I	Pregnancy & Child birth	3hrs	CDC/MHSc.CCD 01	85	15	100
II	Developmental Neurology	3hrs	CDC/MHSc.-CCD 02	85	15	100
III	Early detection of developmental delay	3hrs	CDC/MHSc.CCD 03	85	15	100
IV	Early Intervention for developmental delay	3hrs	CDC/MHSc.-CCD 04	85	15	100
V	Developmental psychology	3hrs	CDC/MHSc.-CCD 05	85	15	100
VI	Special Senses & speech	3hrs	CDC/MHSc.-CCD 06	85	15	100
VII	Young People Adolescents	3hrs	CDC/MHSc.-CCD 07	85	15	100
VIII	Health Management	3hrs	CDC/MHSc.CCD 08	85	15	100
	Sub Total			680	120	800

### Second Year

Paper	Name of paper	Duration of exams	Maximum marks			
			Code	Written exam	Assignment	Total
IX	Childhood Disability & Rehabilitation	3hrs	CDC/MHSc.-CCD 09	85	15	100
X	Community Based Rehabilitation	3hrs	CDC/MHSc.-CCD 10	85	15	100

XI	Cerebral Palsy	3hrs	CDC/MHSc.-CCD 11	85	15	100
XII	Disability Spectrum, & Special Education	3hrs	CDC/MHSc.- CCD 12	85	15	100
XIII	Guidance & Counseling	3hrs	CDC/MHSc.-CCD 13	85	15	100
XIV	Parenting	3hrs	CDC/MHSc.-CCD 14	85	15	100
XV	Health Science Research	3hrs	CDC/MHSc.-CCD15	85	15	100
XVI	Dissertation		CDC/MHSc.-CCD16			100
	Viva-Voce					100
	Total			595	105	1000
	<b>Grand Total (800+1000)</b>					<b>1800</b>

### Pass Requirements

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

### Classification of Results

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

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

### Promotion to 2nd year

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

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

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

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

### Justification of the course

- Growing demand for manpower to strengthen health services by providing innovations in clinical nutrition and dietetics.

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

### **Objective**

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

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

### **Eligibility for admission**

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

### **Programme Delivery**

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

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

### **Course requirement :**

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

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

\*\* therapeutic Diet for the following conditions.

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

### Assignments

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

### Scheme of Examination

- No student shall be permitted for the examination unless he or she secures 80% attendance at the contact classes.
- There shall be an examination at the end of first Year consisting of seven theory papers. The practical training (paper VIII) will be conducted during the first year along with 30 days posting in a hospital. Evaluation will be done as per the criteria given under practical training. There shall be an examination at the end of second year consisting of seven theory papers and one project and viva voce examination.

### Pass requirements

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

### Classification of Results

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

- not less than 40% but below 50% - 3rd class
- not less than 50% but below 60% - 2nd Class
- 60 % and above - 1st Class
- 80% and above - Distinction

### Promotion to 2nd year

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

### Scheme of Examination

#### First Year

Paper	Name of paper	Duration of exams	Maximum marks			
			Code	Written exam	Assignment	Total
I	Anatomy and Physiology	3hrs	CDC/MSc. -CND 01	85	15	100
II	Biochemistry & Basic Nutrition	3hrs	CDC/MSc.- CND 02	85	15	100
III	Food Sanitation & Hygiene	3hrs	CDC/MSc.- CND 03	85	15	100
IV	Public Health & Biostatistics	3hrs	CDC/MSc.- CND 04	85	15	100

V	Food Science	3hrs	CDC/MSc.- CND 05	85	15	100
VI	Nutrition through Life Cycle	3hrs	CDC/MSc.- CND 06	85	15	100
VII	Research Methods	3hrs	CDC/MSc.- CND 07	85	15	100
VIII	Practical-Training		CDC/MSc.- CND 08	1(a) - 60* 1 (b) - 40* 2 - 100*		200

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

## Second Year

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

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

### Introduction

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

This course is designed as a user friendly programme in order to complete the course within the time available to the students. A student can use one's own pace to complete the programme even

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

### **The Need**

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

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

### **Objectives of MHA**

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

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

### **Eligibility for Admission**

Bachelor's Degree in any discipline from the University of Kerala or an equivalent educational qualification as recognized by the University of Kerala, PGDHHA holders from the University of Kerala can join second year of MHA within 3 years after passing PGDHHA.

### **The MHA degree Programme**

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

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

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

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

## Course Requirements

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

## Methods of Study

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

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

## Project Work

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

## Field Visit

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

## Research Study

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



## Scheme of Examination

### A. First year (PGDHHA)

No.	Core Papers	Witten (Marks)	Assign-ment (Marks)	Atten-dance PCP	Total (Marks)
I	Principles and Parctices of Hospital Management and Administration	80	15	5	100
II	Health Care Management	80	15	5	100
III	Hospital Administration	80	15	5	100
IV	Hospital Services Management	80	15	5	100
	<b>Total</b>	<b>320</b>	<b>60</b>	<b>20</b>	<b>400</b>
V	Practical				100
a	Project work	50			
b	Field Visit report	25			
c	Viva-Voce	25			
	<b>Grand Total</b>	<b>420</b>	<b>60</b>	<b>20</b>	<b>500</b>

### B. Second year

VI	Accounting and Finance Administration in Health Care Systems	80	15	5	100
VII	Research Methods for Health Systems	80	15	5	100
VIII	Health Systems and Information Technology	80	15	5	100
IX	Organizational Behavior	80	15	5	100
X	Materials Management in Hospitals	80	15	5	100
	<b>Total</b>	<b>400</b>	<b>75</b>	<b>25</b>	<b>500</b>

### C. Third year (MHA Degree)

XI	Project Management in Health Sector	80	15	5	100
XII	Hospital House Keeping	80	15	5	100
XIII	Emerging Trends in Health Care Management	80	15	5	100
XIV	Dissertation	100			100
XV	Viva-Voce (comprehensive)	100			100
	<b>Total</b>	<b>440</b>	<b>45</b>	<b>15</b>	<b>500</b>
	<b>Grand Total</b>	<b>1260</b>	<b>180</b>	<b>60</b>	<b>1500</b>

## Gradation

Grading shall be done for PGDHHA at the end of first year. In order to grade MHA degree the marks obtained in the entire examination for three years shall be taken into consideration. Seperate

minimum marks for a pass per core paper shall be 40%. A student shall pass all core papers in the first year including practicals be awarded PGDHHA. Student shall pass all core papers and practicals in the first year, all core papers in the second year and all core papers, dissertation and comprehensive viva-voce in the third year be awarded MHA degree. Overall grading of the course PGDHHA or MHA shall be: Total marks 50% to below 60% = II class; 60% to below 80% = I class and 80 and above = Distinction.

### **Re Examination of failed students**

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

### **Attendance**

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

### **Documents to be produced by students to write the University Examination**

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

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

## **Post Graduate Diploma in Adolescent Paediatrics (PGD- AP)**

### **PGD - AP**

#### **Justification of the Course:**

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

#### **Objectives:**

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

**Syllabus:****CDC/AP-01:Adolescent Care**

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

**CDC/AP-02:Medical problems in Adolescents**

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

**CDC/AP-03:Adolescent Counselling**

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

**CDC/AP 04: Marriage and Family**

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

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

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

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

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

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

**Objectives :**

- To provide adequate knowledge on various aspects of Child and Adolescent psychological development.
- To impart multi disciplinary skill training in conducting Child,Adolescent& Family counselling sessions.
- To provide guidelines in organizing Child Guidance Clinics, Adolescent Counselling Clinics and Family Counselling services.

### **Syllabus:**

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

- Part A Principles & Practice of Guidance
- Part B Behavioural problems in children
- Part C Educational guidance

#### **CDC/CAFC-02 : Principles & Process of counselling**

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

#### **CDC/CAFC -03 : Child & Adolescent Care**

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

#### **CDC/CAFC-04 : Adolescent and Family counselling**

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

#### **CDC/CAFC-05 : Project Work**

### **Reference Books:**

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

### **Programme Delivery**

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

## Evaluation System

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

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

## Term End Examination

Exam Month	Date for submission of Exam forms without late fee	With late fee Rs. 100
December	1 st August to 30th September	20th October

## Centre of Examination: Thiruvananthapuram, Kerala

### Student Support Services

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

Theory	40 hours
Practical	40 hours
4. Library facilities: Child Development Centre –Specialised books & Internet facility

### I. Eligibility for Admission

- a. P.G. Diploma in Adolescent Paediatrics
 

Programme Code	IDE / CDC, PGD – AP
Eligibility	MD / Dip. N., B./ MNAMS / DCH/MBBS
- b. P.G. Diploma in Child, Adolescents & Family Counselling
 

Programme Code	IDE / CDC, PGD –CAFC
Eligibility	MA Psychology/Sociology/ Anthropology MSW/MSC Child Development/Home Science / Nutrition / or any other Masters Degree, B.Sc. Nursing / PGDCCD/ DCCD With graduation.

### II Course duration

- Minimum 1 Year  
Maximum 5 Years

## Post Graduate Diploma in Developmental Neurology (PGD-DN)

### PGD - DN

#### Justification of the course

Advances in perinatal care and the establishment of neonatal nurseries have improved the survival chances of many newborns that would otherwise have succumbed. This tends to increase the chances of childhood neuro-developmental problems, speech problems, behavioural problems, attention deficit hyper kinesthetic disorder and scholastic backwardness. Very often their problems are identified quite late, may be at school age when only some rehabilitation measures can be taken, which do not necessarily bring out the best in the child. Child Development Centre(CDC) being developed as a national Centre of Excellence in clinical child development has involved feasible strategies for a policy change towards “proactive”anticipation of childhood disability rather than a “passive” attempt at provision of rehabilitation services alone. CDC has visualized a “Conceptual Framework” of a valid link between Childhood Disability, Low Birth weight babies and Adolescent Girls" Under Nutrition and have demonstrated conclusive scientific evidence for the “Conceptual Framework.” CDC was Successful in demonstrating that 40 % reduction in poor mental and physical performance can be brought about by, CDC model early stimulation for low birth weight babies”

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

#### Program delivery

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

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

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

#### Eligibility for Admission

MBBS, MD/Dip.NB/MNAMS/DCH

#### Syllabus:

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

Part A - Developmental Neuro-Psychology

Part B – Cognitive Development& Development of Special Senses

Part C – Pre-school Education

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

Part A – Disability & Cerebral Palsy

Part B - Developmental Delay –Associated Conditions

Part C- Special Senses & Speech

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

Part A – Development Assessment &amp; Infant Stimulation

Part B – Pre-school Assessment

Part C – Counselling

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

Part A – Pre-natal Diagnosis &amp; Therapy

Part B - Radio Dignosis &amp; Therapy

Part C - Neuro- diagnosis &amp; Therapy

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

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

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

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

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

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

### **Eligibility for Admission**

1. Bachelors Degree in any Science Group.
2. Any Bachelors Degree with Cosmetology/Beauty Parlour Management Course Certificate under Directorate of VHSE
3. Any Bachelors Degree with Pre-degree / Higher Secondary in Science Group

### **Program Delivery**

**1. Self Instructional written module:**

Prepared by SRC Team & Printed by IDE.

**2. Personal Contact Programe:**

Theory & Practical Demonstration –Conducted by SRC with technical assistance of Child Development Centre (CDC)&Cosmetology Advancement Foundation (CAF). The Personal Contact Program (PCP) lasting two weeks (Theory 40 hrs. & Practical 40 hrs) shall be arranged once in a year at the University Centre Kariavattom or State Resource Centre (SRC), Thiruvananthapuram. Lectures, group discussions, seminars and pratical sessions shall be held during the contact program.

The practical demonstration would include the following therapy procedures.

- |                                      |                        |
|--------------------------------------|------------------------|
| 1. Threading                         | 11. Perming            |
| 2. Facial                            | 12. Bridal make-up     |
| 3. Henna                             | 13. Hair styling       |
| 4. Bleach(power)                     | 14. Hair cutting       |
| 5. Bleach (cream)                    | 15. Ear piercing       |
| 6. Pedicure                          | 16. Waxing             |
| 7. Manicure                          | 17. Dandruff treatment |
| 8. Henna Art (hand)                  | 18. Pimple treatment   |
| 9. Scalp massaging (electric & hand) | 19. Galvanic           |
| 10. Hair straightening               | 20. Bouquet making     |

- 3. Project Work:** Minimum 45 days hands on training at a registered beauty parlour with detailed work report of 20 beauty therapy procedures mentioned above.

### **Syllabus :**

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

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

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

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

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

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

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

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

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



### Scheme of Examination

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

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

### PG Diploma in Health Science Research (PGD HSR)

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

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

#### Justification of the course

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

#### Programme Delivery

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

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

**Eligibility for admission:**

Any Health Science related Degree (MBBS, BAMS, BHMS, BVSc.) from any recognised University in India.

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

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

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

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

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

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

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

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

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

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

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

## COMMUNICATION PROGRAMME

### Post Graduate Diploma Course In Communication and Journalism (PGDCJ)

#### *Scheme & Syllabus*

1. **The title of the course** shall be Post - Graduate Diploma in Communication and Journalism. The Course will be offered under the Institute of Distance Education, University of Kerala.
2. **The duration of the course** shall be one year. The University examination will be conducted at the end of the year.
3. **Eligibility for admission**  
Candidates having a Bachelor's Degree in any discipline from the Universities in Kerala or other Universities recognized by the University of Kerala as equivalent thereto are eligible to apply for PGDCJ. There are no restrictions regarding marks or age.  
Students who have qualified from the National Open School, New Delhi and the B.A/B.Com Degree of the Calicut University under the liberalized scheme are not eligible for admission.
4. A student who discontinues the course in the middle of an academic year may be readmitted to the same course in the same academic year on payment of readmission fee. A student who discontinues and applies for admission in a subsequent year has to be readmitted, in the beginning of the academic year. In the latter case, a student is liable to pay dues of the previous year.
5. **University Examinations**  
The Examination for the students undergoing the Post Graduate Diploma Course in Journalism shall submit their applications for examination only in the application or supplied from the Institute of Distance Education. Applications shall be submitted to the Director and the Institute who shall forward the same to the Controller of Examinations. The Examination fees shall be remitted into the Kerala University under account No. KUF-C (b) and the chalans/demand drafts shall be submitted along with the applications.
6. **Hall Tickets**  
Hall Tickets for the University Examinations shall have to be obtained by the students of Distance Education from the Chief Superintendents of the concerned Examination Centres three days before the commencement of the Examination on production of the Identity cards issued to them by the Institute.
7. **Centers of Examinations**  
All centers of examination for Post graduate students within Kerala University shall not be centers for Distance Education students. All list of centers of examination allotted to the

students of this Institute shall be communicated to the concerned students at the time of their registration for the examinations. Students shall be free to select their preferred centre from the list of approved centres.

### Course of study and Scheme of Examination

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

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

### 12. Classification

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

## POST GRADUATE CERTIFICATE COURSES

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

### DEPARTMENT OF SOCIOLOGY

The Department of Sociology established in 1969 is one of the major teaching and research departments of the University of Kerala, with a student strength of forty in P.G. level, six in M. Phil and twenty (as part-time and full time students) in the doctoral program. As a key discipline in the social sciences, the Department also fosters a Department library that nourishes not only the above other Departments of the students, research scholars, teachers from other departments of the University of Kerala and other Universities in the state and foreign scholars. The Department Library has a good treasure of reading materials amounting to 7000 books, large number of current and back volumes of periodicals Ph.D, M.Phil and M.A dissertations. The library is also equipped with an Internet facility.

In order to reach the goals of excellence, the Department has been engaging in teaching and research but also in extension activities and out reach programs., with the active support of national and international-agencies. The major thrust areas of research are Women studies, Decentralized Planning, dalitts, Gerontology, Rural and Urban Studies HIV and Trafficking, Information Technology, Health, Environment, and Contemporary Social Problems. Given the potential of academia in research, advocacy and training and in meeting to the challenges of higher education it proposes to diversify and start a few specialized courses to give professional competence and training not only to students of Sociology but also students from other disciplines, besides professionals, community workers, and job seekers, in some emerging areas and equip them for placement in various government/ non-government organizations/ hospitals and clinics. With this in mind it proposes to start a few post-graduate certificate certificate and Diploma courses. To begin with the following two Post-graduate courses are started, viz.,

1. Techniques and Methods of Family and marriage Counselling
2. Geriatric care and Management

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

#### Eligibility

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

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

#### Rationale

Modern life has become stressful in ways that were unknown to forebears. Being composed of a conglomerate of social sub-units living uneasily with one another, numerous social and psychological problems, stresses and strains on individual are apparent. A significant social response to deal with these feelings and concerns are the many "helping professions" that have grown. These include counselling and clinical psychology, Social work, psychiatry, to name a few.

These specialists generally try to deal with some of the stresses of life-by applying scientifically based expertise to human behaviour. Formerly, family members, friends and other associates provided many of these social services informally. Professionals enter the scene mainly because methods have become sophisticated : have less access to sympathetic family members and friends, and the stresses themselves are becoming more pervasive and intense thus affecting more people more severely.

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

### Objectives

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

### Syllabus

#### Paper -1 Techniques and Methods of Counselling

##### Unit -1 Understanding Counselling

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

##### Unit -2 Principles of Counselling

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

##### Unit -3 Crisis and Development Counselling

- Types of crisis
- Crisis Intervention
- Goals of Counselling
- Role of Counsellor

##### Unit -4 Specific features of Counselling

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

#### Paper -2 Family and Marriage Counselling

##### Unit -1 Marriage

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

##### Unit -2 Family

- Functions of Family
- Characteristics of health family
- Role of husband and family
- Change in Family

##### Unit -3 Group Counselling

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

##### Unit -4 Marital and Family Counselling

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

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

### Rationale

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

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

### Objectives

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

### Carrier Opportunities

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

## **SYLLABUS**

### **Paper –I Social Dimensions of Geriatric Care**

#### **Unit -1 Fundamentals of Geriatric Care**

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

#### **Unit -2 Health and Human Behaviour**

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

#### **Unit -3 Geriatric Care and Interpersonal Relations**

Concept of Basic Care – Basic needs and Terminal Care of the Elderly  
Interpersonal Relationships in Family  
Peer Group Behaviour and Comfort  
Role of Counselling in Geriatric Care  
Rehabilitation and Social Adjustment  
Techniques of Effective Communication with the Elderly

#### **Unit -4 Health and Hygiene**

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

### **Paper –II Geriatric Management**

#### **Unit 1 Geriatric Nursing**

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

#### **Unit -2 Skills in Geriatric Management**

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



### Unit -3 Organization of Geriatric Institutions

Role of the State and Voluntary Organisations

Norms and Procedures

Organisation of Old Age Homes, Day Care Centres and Clubs Of the Aged in Rural and Urban Areas.

Source of Economic Support from Govt. and Non- Govt. Sectors.

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

#### Students Support Services :-

Print instructional modules

The materials for the courses will be developed by experts in the field and dispatched to the students with instructions.

Counselling Sessions

The Counselling sessions will be arranged at the Department of Sociology at regular intervals

Personal Contact Programme

There will be compulsory personal contact programme at the Department of Sociology or at the venue fixed by the Department of Sociology.

**Theory Classes -20 hrs**

**Counselling Sessions 10 hrs**

#### Field Visit

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

The classes will be arranged preferably on Saturdays

Library Facilities	Library, Department of Sociology, University of Kerala
Place of Examination	Thiruvananthapuram
Eligibility	Candidate with any graduate Degree in any subject from a recognized University. No age limit.
Duration	Five Months

#### Examination

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

#### Evaluation System

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

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

## CERTIFICATE PROGRAMMES

### Certificate Course In Communicative English

#### I. Course Description

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

#### II. Course Content

##### A. Spoken Communication

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

##### B. Written Communication

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

#### III. Personal Contact Programme

1. Colleges which have well equipped language laboratories and other facilities will be the study centres of the Course. At present, apart from IDE we have two study centres - Sree Narayana College, Kollam, and Mar Ivanios College, Thiruvananthapuram.
2. Students shall choose a centre of their convenience, where they can attend classes and receive study materials.

3. The Co-ordinator for English, Dept. of Distance Education will be the general Co-ordinator of the course. The Principals of colleges which are study centres, will be the centre - Co-ordinators and the HODs, in charge of the classes.
4. There will be a minimum of 100 hrs. of tutorials including 10 hours of lab training. The classes will be conducted in week-ends or holidays convenient to the participants.

#### IV. Mode of Examination

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

#### V. University Examination

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

#### VI. Subsequent Appearance

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

#### VII. Issue of Certificate

Successful candidates will be issued Certificates by the Institute.

#### Important Addresses

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. <b>Director</b><br/>IDE, University of Kerala<br/>Kariavattom PO, Thiruvananthapuram<br/>Kerala 695581</li> <li>2. <b>Director</b><br/>Child Development Centre<br/>Medical College, Thiruvananthapuram.<br/>Phone: 0471-2553540, 2528402</li> </ol> | <ol style="list-style-type: none"> <li>3. <b>Director</b><br/>CACEE<br/>University of Kerala<br/>Thiruvananthapuram.</li> <li>4. <b>Head</b><br/>Department of Sociology<br/>University of Kerala,<br/>Kariavattom Campus.</li> </ol> |
|--|---|

For online registration Log on to [www.ideku.net](http://www.ideku.net) click the button 'Online Application', select the course and fill in the Application form. A specimen copy is attached.

## SPECIMEN APPLICATION FORM FOR ONLINE REGISTRATION

Fields marked \* are mandatory

### A. Course Details

1. Category of Course \*
2. Name of Course \*
3. Optional Subject
4. Subsidiary subject (select according to your order of priority)
5. Second Language (select according to your order of priority)
6. Study Centre (select according to your order of priority)

### B. Personal Details

1. Name of Candidate (as per SSLC)
2. Date of Birth (as per SSLC)  (dd-mm-yyyy)
3. Sex
4. Nationality
5. State
6. District
7. Father/Guardian \*
8. Parent's Occupation
9. Family Income\Month
10. Contact address (with PIN) \*
11. Permanent address (with PIN)

Same as above

12. Religion  13. Caste

14. Reservation

(If yes specify category)

15. Eligible for fee concession Yes  No

16. Mother Tongue

17. Marital status

18. Phone 1 \*

19. Phone 2

20. Mobile

21. Email \*

22. Upload Photo  
(gif/jpg format only)

**C. TC Details**

1. Name of the Institution

2. Course

3. TC number

4. Date of issuing TC

(dd-mm-yyyy)

**D. Matriculation Details**

1. Institution last attended

2. University affiliation of the Institution

**E. Employment Details**

1. Are you employed? Yes  No

2. Designation

3. Employer

4. Office Address

**F. Qualification Details**

1. Name of the Course	<input type="text"/>
2. Name of the Institution	<input type="text"/>
3. Register Number	<input type="text"/>
4. Month & Year of passing	<input type="text"/>
5. Name of the University/Board	<input type="text" value="-----Select-----"/>

**G. Qualifying Mark Details**

1. Marks Secured	Part I <input type="text"/>	PartII <input type="text"/>	PartIII <input type="text"/>
2. Remarks (if any regarding the parts)	<input type="text"/>		
3. Total marks secured	<input type="text"/>		
4. Maximum marks	<input type="text"/>		

**H. Application fee Details**

Please fill the application fee remitted in the column below. Those who have already collected the prospectus/application form (printed) directly from IDE/Information Centre by remitting fee shall also provide the details of fee paid in the column below.

If you have multiple DD/Challan enter details seperated with comma

1. Draft No/Challan No *	<input type="text"/>
2. Date of Payment * (dd-mm-yyy)	<input type="text"/>
3. Name of the Bank/Friends/ Cash counter *	<input type="text"/>
4. Amount *	<input type="text"/>
5. Location of the Bank/Friends/ Cash Counter *	<input type="text"/>

Submit Application

After submitting the application take a printout of the Aknowledgement and send it to the Director IDE along with necessary documents.

## STUDY CENTRES & CENTRES FOR CONTACT CLASSES

### Degree Programmes

III BA / BCom	IDE, Kariavattom
II BA / BCom	IDE, Kariavattom & FMN College, Kollam
IBA . BCom	Govt. Arts College, Thiruvananthapuram & FMN College, Kollam
I & II & III BSc Maths	IDE, Kariavattom
BCom Adl. Cooperation	IDE, Kariavattom
BSc Computer Science & BCA, BCom Computer Application, PGDCA	Mar Ivanios College, Thiruvananthapuram; Govt. College, Kariavattom; UIT Alappuzha; Keltron IT Education Centres at Thrissur, Ram Mohan Road Calicut, Keltron Nagar Kannur and Palakkad
PG Programmes	
MSc Computer Science	Mar Ivanios College, Thiruvananthapuram; FMN College, Kollam; UIT Centre Alappuzha; Keltron IT Education Centres at Thrissur, Calicut, Kannur and Palakkad
MA English	IDE, Kariavattom; Mar Ivanios College, Thiruvananthapuram, KUTEC, Kollam; Alappuzha
MA Malayalam, Sociology, Maths	IDE, Kariavattom & SN College, Kollam
MA History, Economics, Politics, Hindi, Public Administration, Islamic History, Philosophy, Sanskrit, Tamil, Arabic.	IDE, Kariavattom
MA Music	Department of Music, Thycaud, Thiruvananthapuram
MCom	IDE, Kariavattom, Mar Ivanios College, Thiruvananthapuram, SN College, Kollam
MBA	IMK, Palayam, Thiruvananthapuram
MHRM & PGDMM	CACEE, PMG, Thiruvananthapuram
PGDHRM, PGDMM, PGDTTM	IDE Kariavattom
BLISc., MLISc.	IDE Kariavattom
PGDCJ	IDE Kariavattom
MHSc, MSc CND, MHA & PGDHHA, PGDAP, PGDCAFC, PGDDN, PGDHSR	CDC Medical College, Thiruvananthapuram
PGCCTMFC, PGCC GCA	Department of Sociology, University of Kerala, Kariavattom Campus
PGDBT	State Resource Centre, Thiruvananthapuram
Certificate in Communicative English	IDE Kariavattom, Mar Ivanios College, Thiruvananthapuram, FMN College, Kollam

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

## FACULTY

1. Director  
Dr. Ajayakumar P.P.  
Ph : +91 9895788210  
ajayakumar62@yahoo.com
2. Dr. V. Assakumari, Reader  
Co ordinator of Sociology  
Ph : +91 9249759944
3. Dr. S. Jaseem, Reader  
Co ordinator of History  
Ph : +91 9847873392
4. Dr. K.S. Zeenath, Reader  
Co ordinator of Mathematics  
Ph : +91 9846592147  
Zeenath\_ajmal@yahoo.com
5. Dr. S. Thajudeen, Reader  
Co ordinator of Economics  
Ph : +91 9447048988
6. Sri. P. Sudhakaran, Sel. Gr. Lecturer  
Faculty of Economics  
Ph : +91 9249768224  
sudhakaran9@gmail.com
7. Dr. K. Gopakumar, Sel. Gr. Lecturer  
Co ordinator of English  
Ph : +91 9446538060
8. Dr. Sheeja S.R.  
Faculty of Economics  
Co ordinator of Politics & Library Science  
Ph : +91 9447123777  
sheejasunil99@gmail.com
9. Dr. A.M. Unnikrishnan  
Co-ordinator of Malayalam  
Ph : 9447453145

### Lecturers (On Contract)

10. Dr. Rajesh M.R.  
Co ordinator, PGDCJ  
Ph : +91 9605733752
11. Sri. D. Sanjeev Kumar  
Co ordinator of Computer Science  
Ph : +91 9447246474
12. Dr. S. Ajitha  
Co ordinator of Public Administration  
Ph : +91 9447259150
13. Dr. K.S. Vijayalekshmi  
Co ordinator of Hindi  
Ph : +91 9495930502



## COURSES & CO-ORDINATORS

Name of Faculty	Courses	Tel. Ph. No.
Dr. S. Jaseem	MA History, MA Islamic History BA History, BA Afzal-ul-Ulema	9847873392
Dr. V. Assakumari	MA Sociology, MA Philosophy, MA Music, BA Sociology	9744828996
Dr. K.S. Zeenath	MSc Maths, BSc Maths, MA Arabic, MA Sanskrit	9846592147
Dr. S. Thajudeen	MBA, MCom, MHRM, PGD EPMA, B.Com, PGD MM, BCom Computer Application BCom Co operation (Addl. Elective) TMFMC, GCM, MA Economics, BA Economics	9447048988
Sri. P. Sudhakaran	MHA, PGD HHA, PGD HRM	9249768224
Dr. K. Gopakumar	MA English, BA English, Certificate in Communicative English	9446538060
Dr. Sheeja S.R.	MHSc, MSc CND, MLISc, BLISc, MA Politics, BA Politics	9447123777
Dr. A.M. Unnikrishnan	MA Malayalam, BA Malayalam	9447453145
Sri. D. Sanjeev Kumar	MSc Computer Science, BCA BSc Computer Science, PGDCA	9447246474
Dr. S. Ajitha	MA Public Administration PGD TTM, PGD CAFC	9447259150
Dr. K.S. Vijayalekshmi	M.A. Hindi, PGD DN PGD HSR, PGD BT	9495930502
Dr. Rajesh M.R.	MA Tamil, PGD AP, PGD CJ	9605733752

**UNIVERSITY OF KERALA**  
**INSTITUTE OF DISTANCE EDUCATION**

**Application Form**

*(Please read the instructions carefully before filling up the form)*

<b>A. COURSE DETAILS</b>	Affix a recent Pass port size photograph attested by a Gazetted Officer	Application ID (For office use only)
1. Name of the Course :		
2. Option for Study Centre : 1. <input style="width: 40px;" type="text"/> 2. <input style="width: 40px;" type="text"/> 3. <input style="width: 40px;" type="text"/>		Signature of the Candidate

<b>B. PERSONAL DETAILS</b>
3. Name of the Candidate ( in capital letters)
4. Date of Birth :
5. Gender :
6. Nationality :
7. Religion & Caste :
8. Reservation Category :
9. Name of Father/Mother/Guardian (Specify relationship)
10. Postal Address
Pincode :
Phone :
Mobile :
11. Permanent Address
Pincode :
Phone :
Mobile :

<b>C. TC DETAILS</b>
12. Name of the Institution:
13. Name of the Course:
14. TC No & Date of Issuing TC:

<b>D. MATRICULATION DETAILS</b>
15. Name of the Institution:
16. University Affiliation of the Institution:

<b>E. QUALIFICATION DETAILS</b>
17. Name of the Course:
18. Name of the Institution:
19. Register No:
20. Month & Year of Passing:
21. Name of the University / Board:

<b>F. EMPLOYMENT DETAILS (if employed)</b>
22. Designation:
23. Office Address:

<b>G. DETAILS OF MARKS SCORED IN THE QUALIFYING EXAMINATION</b>				
Name of the Course :				
Name of the board / University :				
SL. No.	Title of Papers	Marks Awarded	% of Marks	Maximum Marks
<b>Total</b>				

**H. FEE DETAILS**

27. Eligible for fee concession (Yes / No):  
 (Fee concession is limited to Tuition fee. All Candidates shall remit admission fee/affiliation fee and other fee as specified in the Prospectus)

**Details of Fee Paid:**

28. Date of Payment :    29. Amount:  Rs.  30. Draft No/ Chalan No:

31. Name of Bank / friends / Cash Counter:

32. Location of the bank:

**NB: Fee once paid will not be refunded.**

**DECLARATION**

I hereby declare that the particulars given above are correct and I submit myself to the disciplinary and regulatory jurisdiction of the authorities of the university who are vested with the right to exercise discipline under the act, the statutes, the ordinances and the rules and regulations there under.

Signature of the Parent/ Guardian

Place:  
Date:

Signature of the Applicant

STUDY CENTRES	CODE
IDE, KARIAVATTOM	099
CACEE,PMG, THIRUVANANTHAPURAM	010
CDC MEDICAL COLLEGE, THIRUVANANTHAPURAM	007
DEPT. OF SOCIOLOGY, KARIAVATTOM	008
DEPT. OF MUSIC THYCAUD, THIRUVANANTHAPURAM	005
FMN COLLEGE, KOLLAM	105
GOVT. ARTS COLLEGE, THIRUVANANTHAPURAM	002
GOVT. COLLEGE, KARIAVATTOM	009
IMK PALAYAM, THIRUVANANTHAPURAM	024
KELTRON IT EDUCATION CENTRE, KOZHIKODE	017
KELTRON IT EDUCATION CENTRE, TRICHUR	016
KELTRON IT EDUCATION CENTRE, MALLAPALLY	018
KELTRON IT EDUCATION CENTRE, PALAKKAD	020
KELTRON IT EDUCATION CENTRE, KANNUR	019
KELTRON IT EDUCATION CENTRE, PATHANAMTHITTA	022
KELTRON IT EDUCATION CENTRE,SPENCER JN., THIRUVANANTHAPURAM	013
KELTRON IT EDUCATION CENTRE,THODUPUZHA	023
KELTRON KNOWLEDGE CENTRE,VALANCHERY	025
KUTEC, KOLLAM	957
KUTEC, ALAPPUZHA	958
MAR IVANIOS COLLEGE, NALANCHIRA, THIRUVANANTHAPURAM	120
SN COLLEGE, KOLLAM	222
STATE RESOURCE CENTRE, THIRUVANANTHAPURAM	333
UIT CENTRE, ALAPPUZHA	953
UIT CENTRE, WEST KOLLAM	952