

4.0. OTHER FACILITIES

4.1. Qualification in an Additional Branch

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

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

4.2. Admission to Lower Courses

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

5. DETAILS OF FEE

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

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

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

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

6. MODE OF REMITTANCE

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

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

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

8. ADMISSION

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

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

iii. Cost of Application

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

iv. Enrolment

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

v. Documents to be submitted

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

vi. Rules Regarding

(i). Re-admission

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

(ii). Discontinuance and Re-admission

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

(iii). Refund of Fees

Fee once remitted shall not be refunded

(iv) Duplicate Identity Card

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

9. STUDY MATERIALS

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

10.0. PERSONAL CONTACT PROGRAMME

1. under Graduate Courses

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

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

2. Post Graduate Courses

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

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

10.1 STUDY / CONTACT CLASS CENTRES

Thiruvananthapuram

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

Ph. 0471-2412221, 2418019

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

2. Child Development Centre(CDC)

Medical College Campus,

Thiruvanthapuram

Ph. 0471- 2553540

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

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

University of Kerala

Thiruvanthapuram

Ph.0471- 2302523

MHRM and PGDEPMA

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

Kollam

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

Alappuzha

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

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

Ernakulam

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

Trichur

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

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

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

Palakkad

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

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

11. UNIVERSITY EXAMINATIONS

Registration

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

Registration for Reappearance

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

Examination Centres

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

Hall-Tickets

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

12. PROJECT GUIDANCE (PG Programmes)

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

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

13. PASS REQUIREMENTS

1. Under Graduate Programmes

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

Pol. Science, Sociology/

Afzal-Ul-Ulma

Part I - 35% of the aggregate marks

Part II - 35% of the aggregate marks

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

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

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

B.Sc. Maths

Part I - 35% of the aggregate marks

Part II - 35% of the aggregate marks

Part III - 35% of the aggregate marks for

Part III (Main and Subsidiary Papers)

BCA

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

B.Sc. Computer Science

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

B.Com.

Part I - 35% of the aggregate marks

Part II - 35% of the aggregate marks

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

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

B.LIS 40% marks for each paper

2. Post Graduate Programmes

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

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

b. Three Year Programmes

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

MHA 40% marks for each Paper

3. Diploma Programmes

PGDCJ

PGDEPMA

PGDTTM

PGDHRM

PGDMM

40% in the aggregate

PGDHHA/PGD-HSR

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

PGDCA/PGD-BT

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

PGDAP

PGD-DN

PGDCAFC

Evaluation based on 5 Point and A to E letter Grades

Letter Grade

Point Grade

Percentage of Marks

Grade A

5

90+

Grade B

4

75 - 89

Grade C

3

60 - 74

Grade D

2

40 - 59

Grade E

1

< 39

4. Certificate Programmes

Communicative English

50% marks for each paper

14. STUDENTS SERVICE

General Information

-

0471 - 2412221.2417389.2418019

Director

-

0471 - 2412221, 2417389

0471 - 2417744 (R)

Administrative Assistance

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

III. Academic Assistance

	<i>Office</i>	<i>Residence</i>	
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