



# **UNIVERSITY OF KERALA**

(Re - accredited by NAAC with 'A++' Grade)

## **CENTRE FOR DISTANCE AND ONLINE EDUCATION**

### **School of Distance Education**

[Recognised by Distance Education Bureau (DEB) - UGC]

Kariavattom Campus, Thiruvananthapuram - 695 581.

Website : [www.ideku.net](http://www.ideku.net)

Phone : 8129977026

## **PROSPECTUS**

**2024 - '25**

**CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)  
SCHOOL OF DISTANCE EDUCATION  
UNIVERSITY OF KERALA**

*Chancellor*

**Shri. Arif Mohammed Khan**  
Hon'ble Governor of Kerala

*Pro-Chancellor*

**Dr. R. Bindu**  
Minister for Higher Education,  
Government of Kerala

*Vice-Chancellor*

**Prof. (Dr.) Mohanan Kunnummal**

*Pro-Vice-Chancellor*

*Director, CDOE, SDE*

**Prof. K. S. Suresh Kumar**

*Controller of Examinations*

**Dr. N. Gopakumar**

kup 321/2023-24 2415 bks.

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# UNIVERSITY OF KERALA

**E**stablished in 1937, the University of Kerala is the first university in the State. The jurisdiction of the University covers the districts of Thiruvananthapuram, Kollam, Alappuzha (except Kuttanad Taluk) and some parts of Pathanamthitta district. There are at present 223 affiliated Colleges under this University besides 41 teaching and Research Departments under 10 Schools, 32 University Study Centres and 17 Institutes of Technology. In addition to the Departments of teaching, the University also has several centers for studies in special areas. The University has been re-accredited by NAAC with 'A++' Grade in 2022 and secured the First Chancellors Award for the Best University in the State in 2015. The University has also been ranked 40th in India by National Institutional Ranking Frame Work (NIRF) of the MHRD, Govt. of India in 2022. Graduates of this University are held in high esteem in all walks of life throughout the world. This is because of the maintenance of standards in the conduct of courses and examinations.

THE SCHOOL OF DISTANCE EDUCATION, started in 1976, as a teaching 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.

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

In line with the efforts of the UGC to streamline the distance learning mode, the SDE also redefined its programmes and decided to offer programmes in those subjects / fields which are offered by the University through regular mode from 2017 admission onwards. The medium of instruction of all courses is English except for certain language courses. SDE is located at the Kariavattom Campus, University of Kerala, Thiruvananthapuram.

## **I. PROGRAMMES**

### **A. Under-Graduate Programmes (6 Semesters)**

1. B. Sc. Mathematics
2. BLISc (2 Semesters)

### **B. Post Graduate Programmes (4 Semesters )**

1. M. Sc. Computer Science
2. M. Sc. Mathematics
3. MLISc (2 Semesters)

## 2. GENERAL INSTRUCTIONS

### 2.1 Prospectus

Prospectus can be downloaded from our website: [www.ideku.net](http://www.ideku.net)

### 2.2 Mode of Application for Admission

Admission notifications are issued in leading national and regional dailies. The detailed information regarding admission is available on the SDE website: [www.ideku.net](http://www.ideku.net) and on the University website: [www.sde.keralauniversity.ac.in](http://www.sde.keralauniversity.ac.in)

Students seeking admission shall apply online only. Online registration facility for admission is provided through [www.ideku.net](http://www.ideku.net) or [www.sde.keralauniversity.ac.in](http://www.sde.keralauniversity.ac.in). The last date for online applications will be published in SDE website and University news. Applications received after the last date will not be entertained. Hard copies of applications duly filled in should be sent to **The Director, School of Distance Education, University of Kerala, Kariavattom Campus, Thiruvananthapuram - 695 581** by registered post with acknowledgement due in a cover superscribed “**APPLICATION FOR ADMISSION TO (Name of programme),**” with relevant documents.

#### Submission of Online Application

##### STEPS FOR SDE ONLINE ADMISSION REGISTRATION PROCESS

1. Read the online admission instructions carefully.
2. Verify eligibility criteria before remitting fees.
3. Remit first semester tuition fee.
4. Visit [www.ideku.net](http://www.ideku.net) or [www.sde.keralauniversity.ac.in](http://www.sde.keralauniversity.ac.in)
5. Click on the link ONLINE ADMISSION FOR THE ACADEMIC YEAR 2022-23.
6. Click on Start Registration button.
7. Login with your application number and password to continue the Registration process.
8. Take a print out of the Application form.
9. Send the application form with fee receipts (Cost of Prospectus, First semester fee, Admission fee, Affiliation and other fee applicable to the programme, DDF receipt of Rs.105/-) and Documents (TC and Qualifying Certificates in ORIGINAL, Photocopy of SSLC & Passport size photo, Copy of ID Card), to **THE DIRECTOR, CENTRE FOR DISTANCE AND ONLINE EDUCATION, SDE, UNIVERSITY OF KERALA, KARIAVATTOM CAMPUS, TVPM - 695581.**
10. Applicants belonging to SC/ST/OEC/OBC (H) category should produce the print out of E-grantz on-line application for fee concession category from Akshaya Kendram, along with copy of SSLC,+2 and Degree Certificate, Original Caste Certificate & Income certificate, copy of Aadhar card and copy of Bank Pass Book (Front page).

Admission is granted only on satisfactory fulfillment of the eligibility conditions regarding basic qualifications and the submission of relevant documents prescribed in the prospectus. Applications which are defective or unaccompanied by the required Original qualifying Certificates, T.C and fees shall be summarily rejected.

### 2.3 Mode of Remittance of Fee

**Fees shall preferably be remitted online at [www.ideku.net](http://www.ideku.net) ⇒ online payment portal ⇒ School of Distance Education.**

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. Fees can also be remitted through online cash transfer and also by Kerala University ePayment portal. ([pay.keralauniversity.ac.in](http://pay.keralauniversity.ac.in))

It is also possible to remit via Demand Drafts, drawn from any SBI bank 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.

### 2.4 Department Development Fund

All newly admitted students are directed to remit Rs. 105/- (Rupees one hundred only) towards the SDE-DDF (Department Development Fund) by direct cash payment at SDE Office or by means of Demand draft from any branch of SBI drawn in favour of the **Director, SDE, (DDF)**, University of Kerala, payable at SBI, Branch Kariavattom. Please mention name, address and purpose on the reverse of DD.

### 2.5 Candidate Code

Every student in the SDE will be assigned a candidate code on admission. **Students shall quote their full Candidate Code in all their correspondences with SDE.**

It is the basic responsibility of the student to submit the required certificates and other documents in support of his/her eligibility at the time of admission. **All admissions at the SDE 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.

### 2.6 Identity Cards

Student will be able to download the PDF version of ID cards from the student portal once the admission procedure is complete. Download will be possible only once. If the copy is lost, a duplicate ID will be issued on payment of Rs. 55/-

### 2.7 Special Instruction with regard to Photographs

All applicants shall affix on their applications copy of a recently taken passport size photograph. Applicants shall give their full signature on the top margin of the photograph affixed on the application. The photo affixed on the application form shall be attested by a Gazetted Officer.

### 2.8 Despatch of Study Materials

Study materials prepared by the teachers and experts in the subjects shall be given/despached to the students in installments during each academic year by hand or by post. If the number of

student, enrolled in a programme is less than 25, study materials and Personal Contact Programme (PCP) will not be provided.

## 2.9 University Examination

Students of the Distance Education shall submit their application for Examination through online mode. The dates of examination will be intimated to the students by the Controller of Examinations and SDE, through News Papers, SDE / University websites and SMS. The students have to register for the whole examinations at the first appearance. **Students who have remitted the tuition fee for both the semesters in an academic year should compulsorily register for University Examination to hold their SDE Registration active.**

## 2.10 Hall Ticket

Hall ticket for the University Examination shall have to be downloaded by the students from the SDE website three days before the commencement of the examination.

## 2.11 Centres of Examination

The list of the Centers of Examination allotted to the students shall be communicated to them 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.

## 2.12 Subsequent Appearance

If a student fails he/she can repeat the examination. For such students the examination in the pre-revised syllabus shall be conducted in two consecutive years once the revision of the syllabus takes place. No student shall be allowed to appear for the examination in the old syllabus after availing the two chances offered above. The marks secured by them for the CE part shall be carried over and added to the marks obtained in the ESE they reappear.

## 2.13 Transfer Certificate

Original Transfer Certificates, submitted by the students seeking admission, **shall not be returned to them once they are admitted to the programme.** A fresh TC shall be issued by the SDE after completion of the course or on discontinuance. In the latter case, students are liable to pay tuition fees of the semester until the date of application for T.C or until the date of intimation regarding discontinuance whichever 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 SDE 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.** The TC from the previous institution shall also be submitted.

## 2.14 Admission to Persons with Higher Degree to Undergo Lower Programmes

A candidate with higher degree in a subject is permitted to undergo lower level programme in another subject and can appear for the examination through SDE, if they are otherwise eligible.

## 2.15 Parity with Regular Students

Students of the SDE 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.

### 2.16 Issue of Certificates/Degree

On successful completion of the programme the University of Kerala issues Certificate/Degree on receipt of proper applications from the candidate.

### 2.17 Admission to SC/ST/OEC/OBC(H)

Students belonging to SC/ST/OEC/OBC(H) categories do not have to pay tuition fee at the time of admission. But they have to remit all other special fees like Admission Fee, Affiliation Fee, etc. They should produce a **printout of the online application** for fee concession from Akshaya Kendra, along with **copies of SSLC, +2 and Degree certificates, the front page of Savings Bank pass book, Aadhar Card and Income Certificate** issued by competent authorities within one year validity. **Original Caste Certificate** must also be submitted. Aadhar number and the mobile number provided must be the one linked with the Savings Bank account.

The fees for the ST/OEC/OBC(H) students will be later claimed from the concerned government departments by SDE, and remitted to the Kerala University Fund. In the case of SC students, the government will directly credit the e-grantz amount to their bank accounts. **SC students should withdraw this amount and remit the tuition fees and the examination fees of each semester.**

The name of the Institution of Study should be entered as 'School of Distance Education' in the e-grantz form from Akshaya Kendram. Those students who do not require fee concession should write a submission stating he/she does not require the same. Students should quote the application number in the e-grantz form in the appropriate column of the printout for online admission.

### 2.18 Alumni Membership

Students applying for Transfer Certificate in the SDE may remit Rs. 105/- as Alumni membership fee. This can be remitted in the form of cash at the SDE.

### 2.19 Personal Contact Programme

The students are provided with Personal Contact Programmes (PCP) (60 hours per semester for UG and 90 hours per semester for PG Programmes). PCP will mostly be online with a few offline sessions offered at SDE, Kariavattom. The details regarding the sessions 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 Programmes.** 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. UG & PG students have to submit assignments on given topics. 50% attendance at contact classes is made compulsory for all students. However exemption will be granted to those who cannot attend classes owing to unavoidable difficulties. In such cases **a condonation fee of Rs. 525/- for each semester is to be remitted. For Library Science courses 75% attendance is compulsory for registering to the examination.** The practical sessions for all computer programmes will be conducted only at SDE, Kariavattom Campus.



## 2.20 SDE Library

The SDE has a separate Library of its own with a good collection of books, dissertations, periodicals, reference books, etc. At present the library has above 30,000 books covering a wide range of subjects. Library has a profound collection of research journals, UGC NET, JRF & SET guides, Civil Service materials and previous question papers. Library automation done using Koha software facilitates all in-house operations of the library.

An amount of Rs. 525/- has to be remitted by the students to obtain membership in the Library, of which Rs. 420/- will be refunded on completion of the course. The non members can make use of the library resources and the reference services by producing their student's ID proof. The facilities at SDE library include:

- Circulation Section
- Reference Section
- News Papers and Popular Magazines
- Research Journals
- Previous Question Papers
- Projects & Dissertations
- Career Corner

## 2.21 Return of Original Certificates

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

**The SDE will not take the responsibility of keeping their certificates safe for an indefinite period after the end of the programme.**

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

1. Upto four years or more after the examination Rs. 105/-
2. Five years or more after the examination Rs. 525/-

## 2.22 SDE Grievance Cell

All complaints and grievances regarding the programmes offered by SDE should be addressed to the Convener, Grievance Cell, SDE, University of Kerala, Kariavattom Campus, Thiruvananthapuram - 695 581.

## 2.23 Correspondence and Enquiries

All correspondence relating to Distance Education Programmes of the University of Kerala may be addressed to:

**The Director,  
Centre for Distance and Online Education  
School of Distance Education,  
University of Kerala,  
Kariavattom Campus, Thiruvananthapuram - 695 581.  
Enquiries: Telephone No. 8129977026**

The office of the SDE shall function on all days except public holidays.

Students may visit the websites [www.ideku.net](http://www.ideku.net), [www.sde.keralauniversity.ac.in](http://www.sde.keralauniversity.ac.in) and [www.keralauniversity.ac.in](http://www.keralauniversity.ac.in) for updated information on dates of Examinations, Time tables, Course details, assignment topics, submission date of assignment etc.

### **2.24 For Academic Enquiries**

Information related to contact classes, distribution of study materials, semester registration etc. will be updated on SDE website [www.ideku.net](http://www.ideku.net). Make it a point to check this site frequently for updates. Details related to examinations, time table, results etc. can be accessed under [www.keralauniversity.ac.in](http://www.keralauniversity.ac.in) students ⇒ examinations.

E-mail: [sdedirectorkeralauniversity@gmail.com](mailto:sdedirectorkeralauniversity@gmail.com), [sdetechnicalhelp@gmail.com](mailto:sdetechnicalhelp@gmail.com)

9400449415 (For B.Sc., M.Sc. & MLISc)

9400433559 (For BLISc.)

9400040838 (For Study Materials)

## **3. DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION FOR ADMISSION**

### **3.1 Original Certificate/Provisional Certificate & Mark list of the qualifying examination.**

In the absence of the original qualifying certificate, a Provisional Certificate issued from the University or Higher Secondary Board will be accepted for granting provisional admission. **Admission thus granted will be regularized only on submission of the original qualifying certificate.**

**3.2 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. If Institutions are not in the practice of issuing TC to their students such students shall be admitted to any programme of study in SDE on the strength of an affidavit attested by a Notary Public/Second Class Judicial Magistrate in lieu of TC along with a letter from the Institution stating that they do not issue TC. Students above the age of 60 years are exempted from submitting TC for admission.

**3.3 University Pay-in-Slip/DD** for the required amount of tuition/other fees remitted as stated in the fee statement.

**3.4 Eligibility Certificate** obtained from the Registrar, University of Kerala if the Candidate has passed the qualifying examination from outside Kerala University/or from any other Board outside Kerala state **shall be produced at the time of admission.** This certificate will be issued by the Registrar, on formal application (in the prescribed form which can be down loaded from University website), addressed to him and accompanied by a fee of Rs. 2100/- for Foreign Degree/ Diplomas, Rs. 370/- for PG and Professional Degree from outside Kerala, but within India and Rs. 210/- for all other Degree/Diploma. 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 envelope. Those who passed HSE/VHSE/CBSE/ISC seeking admission to Degree Programmes have to pay the fee of Rs. 210/- only instead of eligibility certificate.

**3.5 Copy of Aadhar Card**

**3.6 True Copy of SSLC**

**3.7 Migration Certificate** in the case of candidates who have passed the qualifying examination from any University/Board other than Kerala University or from any other Board out side Kerala state. Candidates shall also produce the certificate immediately after taking admission to the course.

**3.8 Cancellation Memo** from the Controller of Examination relating to Examination/unavailed portion of private registration if any has to be submitted by the candidates who have cancelled part / parts of examinations.

**3.9** Copy of the Degree / Diploma Certificate as shown in the T. C. produced.

**3.10 PDC/+2 / Equivalent** - Mark list and pass Certificate for those who have qualified from any University or Board.

**3.11** Photocopy of the Original Degree Certificate or Qualifying Certificate (both sides) - 2 Copies

**3.12** Completed E grantz form from Akshaya Kendra for SC / ST / OEC & OBC (H) Candidates.

**3.13** Caste and Income Certificate, along with copy of Aadhar card, Copies of SSLC, Plus two and Degree.

**3.14** DDF receipt

**3.15** List of documents to be submitted by the candidate for **E-grantz –SC/ST/OEC/OBC (H) community**

- The print out of the Online application submitted by the candidate for E-grantz from Akshaya Kendra./ On-line ([www.e-grantz.kerala.gov.in](http://www.e-grantz.kerala.gov.in))
- Community certificate from Akshaya Kendra (within three year validity)
- Income certificate from Akshaya Kendra (within one year validity)
- Copy of Aadhar
- Copy of Bank pass book (Front page of SB Account with mobile number linked with the account.)
- Copy of SSLC & Plus Two certificate

***Enquiries regarding E-grantz.***

To,

The District Development Officer,  
SC Development Department,  
Ayyankali Bhavan, Kanaka Nagar Road, Kowdiyar P. O.,  
Vellayambalam, Thiruvananthapuram.

**Contact No. 0471-2737205, 206, 202, 0471-2314238**

### 3.16 E-grantz from Fisheries Department

Students eligible for grantz from Fisheries department have to submit the following documents:

List of documents to be submitted by the candidate for **Fisheries E-grantz** -

- The print out of the Online application submitted by the candidate for **Fisheries E-grantz** from Akshaya Kendra
- Community certificate from **Kerala Matsya Thozhilali Kshema Nidhi Board**.
- Copy of **Kerala Matsya Thozhilali Kshema Nidhi Board pass book**.
- Income certificate from Akshaya Kendra (within one year validity)
- Copy of Aadhar
- Copy of Bank pass book
- Copy of SSLC & Plus Two certificate

#### *Enquiries regarding Fisheries E-grantz*

To

The Deputy Director of Fisheries  
Matsya Bhavan  
Muttathara Road, Kamaleswaram  
Near Matsyafed  
Trivandrum 695009.  
**Contact No: 7736635008**

## 4. FEE SCHEDULE FOR UG / PG PROGRAMMES

Information related to schedule for semester registrations will be updated on SDE website [www.ideku.net](http://www.ideku.net). Students shall make it a point to visit the website for updation.

#### 4.1 School of Distance Education UG Programme- Fee Structure

Name of programme	Admission Fee+	Prospectus Fee	Affiliation Fee	Assignment Fee / Semester	SLM Fee @ Rs. 250 per Course	Lab Fee	Tuition Fee	First Semester			Qc from HSC/VHSE (Kerala) CBSE/ISC Matriculation fee Rs. 105 Recognition fee Rs. 315 Eligibility Fee Rs. 210	2 <sup>nd</sup> Semester	3 <sup>rd</sup> Semester	4 <sup>th</sup> Semester	5 <sup>th</sup> Semester	6 <sup>th</sup> Semester	TOTAL# (For the entire programme)
								QC from Kerala Uty, 1+2+3+4+5+6	QC from Calicut Uty including Matriculation fee Rs. 105/-	QC from Other Uty, State, board, outside Kerala including Matriculation fee Rs. 105/- Recognition fee 315/-							
<b>B.Sc. Mathematics</b>	55+	265	315	105	1575	Nil	525	2840	2945	3260	3470	2205	1945	3255	2205	2995	15445*
	265	265	315	105	1575	Nil	525	2840	2945	3260	3470	2205	1945	3255	2205	2995	15550**
<b>BLISc</b>	105+	265	420	105	1050	Nil	1575	3520	3625	3940	-	3780	-	-	-	-	7300*
	265	265	420	105	1050	Nil	1575	3520	3625	3940	-	3780	-	-	-	-	7405**
																	7720***

\*QC from Kerala Uty \*\*QC from Calicut \*\*\*QC from Other Uty \*\*\*\*QC from HSC, VHSC (Kerala), CBSE & ISC # 5% relaxation in total fee for onetime payment # 5% service charge has been levied as per U.O. No. Ad.A.V.03/9871/2019, dtd. 01/04/2019.

**4.2 School of Distance Education PG Programme- Fee Structure**

Name of programme	1 Admission Fee+ Prospectus Fee	2 Affiliation Fee	3 Assignment Fee/ Semester	4 SLM Fee @ Rs. 300 per Course	5 Lab Fee	6 Tuition Fee	1st Semester			2nd Semester	3rd Semester	4th Semester	TOTAL# (For the entire programme)
							QC from Kerala Uty 1+2+3+4+5+6	QC from Calicut Uty including Matriculation fee Rs. 105/-	QC from Other Uty State, board, outside kerala including Matriculation fee Rs. 105/- Recognition fee 315/-				
<b>M.Sc Computer Science</b>	160+ 265	420	160	1575	1050	945	4575	4680	4995	3730	3730	1735	13770* 13875** 14190***
<b>M.Sc Mathematics</b>	160+ 265	420	160	1260	1575	945	4785	4890	5205	2365	2365	2365	11880* 11985** 12300***
<b>MLISC</b>	160+ 265	420	160	1575	1575	2100	6255	6360	6675	3520	-	-	9775* 9880** 10195***

\*QC from Kerala Uty \*\*QC from Calicut \*\*\*QC from Other Uty #5% relaxation in total fee for onetime payment

Prospectus may be collected from SDE Office after registration. ## For the electives offered through SDE, sans SLM candidate need not pay fee for that SLM.

# 5% service charge has been levied as per U.O. No. Ad.A.V .03/9871/2019, dtd. 01/04/2019.

## 5. DEGREE PROGRAMMES; ELIGIBILITY AND REGULATIONS

### 5.1 Degree Programmes

- BLISc (1 Year)
- B.Sc. Mathematics

### 5.2 Eligibility

#### Eligibility for Admission to First Degree Programmes

No.	Name of Programme	Eligibility for admission
1.	Mathematics	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto with Mathematics as one of the subjects under Science group
2.	BLISc	A pass in Bachelor's degree of the University of Kerala with not less than 40% Marks, or a degree of any other university recognised 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.

### 5.3 Regulations

#### 1. Title

These Regulations shall be called 'The University of Kerala Regulations relating to the First Degree Programmes under the Credit and Semester (CSS) system in the School of Distance Education, 2016.

#### 2. Scope, Application and Commencement

- 2.1 The Regulations provided herein shall apply to all First Degree (Under Graduate) Programmes offered through SDE under the Arts, Social Science, English and Foreign Languages, Computer Science and Commerce.
- 2.2 Medium of instruction is English, except in the case of Language Courses other than English, unless otherwise stated therein.
- 2.3 These regulations shall apply to First Degree Programmes to which admissions are made from the academic year (2016-2017) onwards.
- 2.4 These regulations supersede the provisions of all the existing regulations for the Under Graduate Programmes conducted by School of Distance Education with effect from 2016-2017 admissions unless otherwise specified.

### **3. Definitions**

- 3.1 'Programme' means the entire Course of study as per the given Scheme and Examinations.
- 3.2 'Semester' means a term consisting of a minimum of 10-16 days for PCP distributed over a minimum period of 5-8 weeks.
- 3.3 'Course' means a portion of a subject to be taught and evaluated in a semester (similar to a paper under annual scheme).
- 3.4 'Credit' (C) of a Course is a measure of the weekly unit of work involving lecture or laboratory session or seminar or similar activity assigned to the Course. The number of Courses/Credits that a student can take in a semester is governed by the provisions in these Regulations subject to a minimum of 16 and a maximum of 27 Credits.
- 3.5 'Language Courses' are Courses in English and an Additional Language of student's choice, for which all the students who join for First Degree Programmes have to register.
- 3.6 'Foundation Course' means a Course at the foundation level that all students of the First Degree Programme have to register.
- 3.7 'Core Course' means a compulsory course in a major subject related to the First Degree Programme in a discipline.
- 3.8 'Complementary Course' means a Course in a subject other than the Major Subject and is complementary to it.
- 3.9 'Open Course' means an Optional Course which the student is free to take at his/her will. Open Course shall be a Non Major Elective Course in the subjects other than the parent discipline. This course is offered in the fifth semester.
- 3.10 'Elective Course' means a Specialized Course from the frontier area of the Core Subject, offered in the Parent discipline.
- 3.11 'Major subject' means the core subjects in the programme chosen by the students.
- 3.12 'Faculty Advisor' means the Programme Coordinator nominated by the Director, SDE to advise the students on all academic matters.

### **4. Admission**

- 4.1 Eligibility for admissions to various First Degree Programmes shall be according to the rules framed by the University from time to time. No student shall be eligible for admission to a First Degree Programme in any of the discipline unless he/she has successfully completed the examination conducted by a Board/University at the +2 level of schooling or its equivalent.
- 4.2. There shall be at least 10-16 days of PCP in a semester distributed over a minimum period of 5-8 weeks and a minimum of 60 hours of instruction ordinarily. Odd semester (June - Oct) commences in June and Even semester (Nov - March) commences in November every year.
- 4.3 Readmission - A student who discontinues the programme in a particular semester can rejoin it in the beginning of the same semester during subsequent years, provided the scheme and the syllabus are the same. In case if the scheme and syllabus have been changed, he / she has to cancel the prior registration and take fresh admission.



- 4.4 Optional subjects/additional languages once selected by the candidates cannot be changed. However they are allowed to change the same after remitting Rs.525/- towards optional change within 1 month of the date of admission. Change of subjects/additional language shall not be considered under any circumstance after the said period.

## **5. Programme Structure**

- 5.1 Students shall be admitted to the First Degree Programmes in the Faculties of Arts, Social Sciences, English and Foreign Languages and Commerce conducted in School of Distance Education as indicated under 2.1.
- 5.2 The First Degree Programmes shall include 1) Language Courses 2) Foundation Courses 3) Core Courses 4) Complementary Courses 5) Open Course 6) Elective Courses and 7) Project/ Dissertation /Essay/comprehensive Course. The minimum number of Courses required for the completion of a Degree Programme may vary from 30-38 depending on the Credits assigned to different Courses.
- 5.3 The students shall choose the Major Subject of study at the beginning of the Programme.
- 5.4 Core Courses shall be offered from 1st semester onwards along with the Complementary Courses and shall include Project/Dissertation Work/Essay/Assignment / Case analysis / Test Paper
- 5.5 Language Courses and Foundation Courses shall be offered in the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> semesters.
- 5.6 Complementary courses are offered during 1-4 Semesters. The student should take the Complementary Courses offered by the concerned subjects.
- 5.7 Open courses are courses which fall outside the area of the Major Subject of studies. The student shall select an Open Course from among the courses enlisted by SDE. There shall be a minimum of 25 students for an Open Course, otherwise SLM and PCP will not be provided.
- 5.8 Elective courses are courses offered during 6<sup>th</sup> Semester in the frontier areas/related areas of the Major subject. The student should take an Elective Course offered by the concerned subjects. There are four elective courses under each elective which start from the third semester onwards. The students should select the elective at the time of submitting application on-line itself. The elective ones selected cannot be changed later.
- 5.9 The Project/Dissertation Work shall be undertaken during 5<sup>th</sup>/6<sup>th</sup> semester. For supervision of Dissertation Work/Project, each student shall be assigned to a teacher.
- 5.9.1 Not more than 15 students shall be assigned to a particular teacher in a semester for such supervisory work. The services of qualified external teachers may also be utilized for this purpose.
- 5.9.2 The Project/Dissertation Work can be done either individually or by a group not exceeding five students.

- 5.9.3 However, Viva Voce based on the Project/Dissertation Work shall be conducted individually.
- 5.9.4 The topics shall be selected by the students in consultation with the supervising teacher/ Course Co-ordinator.
- 5.10 The Essay Course will be a three hour written examination for 100 marks conducted at the end of the 6th semester by the university.
- 5.11 The student secures the Credits assigned to a Course on successful completion of the Course. No Course shall carry more than 4 Credits.
- 5.12 The students shall be required to earn a minimum of 120 Credits including Credits for Language Courses, Foundation Courses, Core Courses, Complementary Courses (as the case may be), Project/Dissertation Work/Essay/Comprehensive Course, Open and Elective Courses as indicated below within a minimum period of 6 Semesters for the award of the Degree. The student shall do Open/Elective Course totaling to a minimum of 4 Credits but not more than 24 Credits.
- 5.13 The minimum required Credits for different Courses for the award of the Degree are given in the general structure of the First Degree Programmes as detailed below.

	B.A.
Accumulated minimum Credits required for successful completion of the Programme	120 Credits
Minimum Credits for Language Courses	33 Credits
Minimum Credits required for Foundation Courses	5 Credits
Credits required for Core Courses including Project/ Dissertation Work/Essay/ Comprehensive Course	50-56 Credits
Credits required for Complementary Courses	22-28Credits
Minimum Credits required for Open Courses	2 Credits
Minimum Credits required for Elective Courses	2 Credits

## 6. BOARD OF STUDIES, COURSES AND SYLLABI

- 6.1 The Board of Studies shall design/re-design the Courses and syllabi for the subjects concerned in the First Degree Programme subject to the regulations of the University. The Board shall design and introduce new Courses, modify or redesign existing Courses or replace any Course/Courses with new/modified Courses to train the students.
- 6.2 The syllabus for a Course shall include: Course Code, title, statement of the aims and objectives of the Course, number of credits, tutorials and laboratory sessions with pre requisites if any. The Course content shall be given module wise along with a list of reading materials.
- 6.3 The syllabus for each course shall also indicate the scheme of examination.
- 6.4 Tutorials are to be conducted for the students in each semester.

## 7. EVALUATION

7.1 The evaluation of each course shall consist of two parts (1) Continuous Evaluation (CE) and (2) End Semester Evaluation (ESE). The CE and ESE ratio shall be 1:4 for both course with or without practical. There shall be a maximum of 80 marks for ESE and maximum of 20 marks for CE. For all courses (theory and Practical). Grades are given for the course, semester and the whole programme on a 7 point scale based on the total percentage of mark (CE + ESE) as given below.

Percentage of Marks	Grading Course / SCPA /CGPA	Letter Grade
90 and above	9 and above	A+ Outstanding
80 to < 90	8 to < 9	A Excellent
70 to < 80	7 to < 8	B Very Good
60 to < 70	6 to < 7	C Good
50 to < 60	5 to < 6	D Satisfactory
40 to < 50	4 to < 5	E Adequate
Below 40	< 4	F Failure

There is no separate minimum for CE and ESE. But the minimum pass requirement of a course shall be 4.0 or (E Grad).

**Consolidation of SCPA:** SCPA is obtained by dividing the sum of credit points (CP) obtained in a semester by the sum of credits (C) taken in that semester. After the successful completion of a semester, Semester Credit Point Average (SCPA) of a student in that semester shall be calculated. Suppose the student has taken four courses each of four credits and two courses each of two credits in a particular semester, after consolidating the Grade for each course. SCPA has to be calculated as shown below:

Course Code	Title	Credit	Marks	Grades	Grade Points (G=M/10)	Credit Point CP = C*G
01	-----	4	82	A	8.2	32.8
02	-----	4	60	C	6.0	24.0
02	-----	4	50	D	5.0	20.0
02	-----	4	45	E	4.5	18.0
02	-----	2	75	B	7.5	15.0
02	-----	2	40	E	4.0	8.0
Total	-----	20				119.8

\*SCPA = Total Credit Points / Total Credits - 119.8/20. = 5.99 = D Grade

For the successful completion of a semester, a student shall have to score a minimum SCPA 4.00 (E Grade). However, the student shall be promoted to a subsequent semester irrespective of SCPA score(s).

**Consolidation of CCPA:** An overall letter grade (Cumulative Grade) for the whole programme shall be awarded to the student based on the value of CCPA using a seven point scale as given below. It is obtained by dividing the sum of the credit points to all the courses taken by the student, for the entire programme by the total number of credits.

Semester	SCPA Credit Point (CP)	SCPA Credit (C)
1	119	20
2	120	20
3	110	20
4	105	20
5	100	20
6	120	20
Total	674	120

*\*CCPA = Total Credit Points of all semesters / Total Credits of all semesters - 674 / 120 = 5.62 = D grade.*

The marks of the courses taken over and above the minimum prescribed credits, shall not be counted for computing CCPA.

For the successful completion of a programme and award of a degree, a student must pass all courses satisfying the minimum credit requirement as given in clause 5.13 and 5.14 and must score a minimum CCPA of 4.00 or an overall grade of E.

7.2 Continuous Evaluation (CE): In a semester each student shall be required to submit one assignment and do one Test Paper/Practicum/Case Analysis for each course without which his/her results will be withheld. The assignments and case analysis should be submitted in perform or by the as per the schedule given in SDE website. For test papers / practicum, the data time and venue will be displayed in SDE website. Those who submit their assignments after the due date will have to pay a late fee as fixed by the university from time to time. The components of CE are, Assignment (10 marks) and Test Paper/Practicum /Case Analysis (10 marks).

7.2.1 The results of the CE shall be displayed in SDE website. Complaints regarding the award of marks for CE if any have to be submitted to the Programme Coordinator within 15 working days from the display of results of CE. The complaints shall be examined by the Programme Coordinator and shall arrive at a decision, which shall be communicated to the students. Further complaints if any shall be preferred within 10 days after the receipt of communication, to the Director SDE, who shall place the same before the department council for a final settlement.

7.2.2 The Statement of marks of the CE of all the students shall be approved by the Programme Coordinator, countersigned by the Director and forwarded to the Controller of Examinations.

7.2.4 The marks for the components of Practical for Continuous Evaluation shall be as shown below.

a	Attendance	5 marks
b	Record	5 marks
c	Test paper	5 marks
d	Performance, Punctuality and Skill	5 marks
	Total	20 marks

7.2.5 There shall be no continuous evaluation (CE) for Dissertation Work/Project/Essay.

### 7.3 End Semester Evaluation (ESE)

End Semester Evaluation of all the Courses in all the semesters including the examination for Essay/Dissertation Work/Project shall be conducted by the University.

7.3.1 Minimum attendance required for ESE is 50%. However those who do not have the required percentage of attendance can appear for ESE by paying a condonation fee of Rs. 525/- for each semester.

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

7.3.3 Marks - There will be 80 marks for each Course in End Semester Examinations.

7.3.4 The report of the Project/Dissertation Work shall be submitted to the Programme Coordinator in duplicate before the completion of the sixth semester.

7.3.5 A Board of two Examiners appointed by the University shall evaluate the report of the Project/Dissertation Work. The detailed guidelines regarding the conduct and evaluation of the Project/Dissertation Work will be framed by the Boards of Studies concerned.

7.3.6 Total marks for the ESE of Practical is 80 marks. The components of ESE of Practical have to be set by the Chairman, Boards of Studies, concerned.

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

## 8. EXAMINATION AND REGISTRATION REQUIREMENTS FOR BLISc.

- No candidate will be allowed to register for the examination unless he/she has attended 75% of the PCP / seminars.

## 9. PATTERN OF QUESTIONS

Question Type	Total number of questions	Number of questions to be answered	Marks for each question	Total marks
Very short answer type (One word to Maximum of 2 sentences)	10	10	1	10
Short answer (Not to exceed 60 words)	12	8	2	16
Short essay (Not to exceed 120 words)	9	6	4	24
Long essay (Not to exceed 400 words)	4	2	15	30
Total	35	26	-	80

**10. Promotion to Higher Semesters:** Students who complete the even semesters in a year and register for the next continuous semester alone shall be promoted to the next higher semester.

**11. Repetition of the Semester Courses:** The students need not repeat the courses even if they fail in the examination.

**12. Re-appearance of Failed Students:** If a student fails he/she can repeat the examination. For such students the examination in the pre-revised syllabus shall be conducted in two consecutive years once the revision of the syllabus takes place. No student shall be allowed to appear for the examination in the old syllabus after availing the two chances offered above. The marks secured by them for the CE part shall be carried over and added to the marks obtained in the ESE they reappear.

### 13. Mark Sheet

13.1 Course Codes of the Programmes be exactly the same as that of programmes under CBCSS.

The marks - cum - grade sheet of each semester be prepared in the same way as is followed in the case of CBCSS pattern providing 9 columns in the following order with necessary description in the reverse side.

First Degree Programme in .....  
Under Credit and Semester System (CSS)

Semester.....

Course Code	Course Title	Credit (C)	Marks awarded			Grade Point (GP)	Grade Awarded (G)	Credit Point (C x GP)
			ESE (Max 80)	CE (Max 20)	Total (Max 100)			
Result	SCPA							Grade Awarded

13.2 The Consolidated mark cum Grade sheet issued at the end of the final semester on completion of the programme shall contain the details of all courses taken during the entire programme for obtaining the Degree. The Consolidated mark cum Grade sheet shall indicate the CCPA and CCPA(S)\* and overall letter grade for the whole programme. \*CCPA(S) is CCPA for specialized subjects. It is computed in a similar manner but without considering the language courses, foundation courses for language and open courses.

13.3 The Degree to be awarded shall be called Bachelors Degree in the respective discipline (e.g. B A in English, B Com etc.) as specified by the Boards of Studies and in accordance with the nomenclature specified by the Acts and Statutes of the University.

No student shall be eligible for the award of the Degree unless he / she has successfully completed a programme of not less than 6 semesters duration and secured atleast 120 Credits proscribed by the Regulations.

#### **14. MONITORING OF THE PROGRAMME**

Monitoring of the First Degree Programmes shall be done by Committees at two levels viz., SDE Level Monitoring Committee (SDELMC) and University Level Monitoring Committee (ULMC).

14.1 SDE Monitoring Committee (SDELMC): The SDE Level Monitoring Committee shall consist of the Director, the Programme Coordinators and the elected representatives of teachers in SDE Council. The Director shall be the Chairperson and a member selected by the SDELMC from among the Programme Coordinators shall be the Convener. This Committee shall be responsible for the conduct of the First Degree Programmes to ensure minimum instructional days. The SDE Level Monitoring Committee shall be reconstituted by the Director immediately on commencement of each academic year.

14.2. University Level Monitoring Committee (ULMC): The University Level Monitoring Committee (ULMC) shall be reconstituted by the Vice Chancellor immediately on the commencement of each academic year.

The ULMC shall consist of the following members:

- 1) The Pro Vice Chancellor
- 2) Two Members of the Syndicate
- 3) A Dean, nominated by the Vice Chancellor
- 4) The Controller of Examinations
- 5) The Director of SDE
- 6) Two members of the Academic Council, nominated by the Vice Chancellor

The Pro-Vice-Chancellor shall be the Chairperson and Director shall be the Convener of the Committee. This committee shall be responsible for monitoring and conduct of the First Degree Programmes envisaged in this Regulations. This committee shall finalize the Academic Calendar and the conduct of the ESE in the SDE. This committee shall also serve as an appellate committee to examine and settle the complaints not redressed by the SDELMC. The committee shall suggest amendments if any to the Regulations of the First Degree Programmes.

14.3 All Committees mentioned under Clause 14.1 and 14.2 shall meet at least one time in a semester.

14.4 All Committees shall be constituted at the beginning of each Academic Year.

14.5 Quorum of the Committees

14.5.1 SDELMC: 50% of the total number of members shall form the quorum of the Committee. It is obligatory for the Programme Coordinator concerned, to be present in the meeting while a complaint pertaining to that Department is discussed in the Committee.

14.5.2 ULMC: Five members shall constitute the quorum for the meeting of this Committee.

## 15. TRANSITORY PROVISION

Notwithstanding anything contained in these Regulations, the Vice Chancellor shall for a period of three years from the date of coming into force of these Regulations, have the power to provide by order that these Regulations shall be applied to any Programme with such modifications as may be necessary.

## 16. REPEAL

Regulations now in force is so far as they are applicable to Programmes offered in the SDE as mentioned in 2.1 and 2.2 and to the extent they are inconsistent with these Regulations are hereby repealed. In the case of any inconsistency between the existing Regulations and the Regulations relating to First Degree Programmes under the Semester Pattern in SDE the latter shall prevail.

## 17. PROGRAMME STRUCTURE FOR B. Sc./BLISc DEGREE PROGRAMMES

### Additional Language

For the Additional Language Course School of Distance Education offers study material and contact classes for 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. The additional language should be selected at the time of submitting application on-line itself.

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



## 17.1 SYLLABUS OF B. Sc. AND BLISc PROGRAMMES

### 1. B. Sc. MATHEMATICS

SEM	Course Code	Course Title	Number of Credits	CE (Marks)	ESE (Marks)	Total
<b>I</b>	EN 1111.1	Language Course I(English- I)	4	20	80	100
	ML/HN 1111.1	Language Course II (Addl. Lang.)	3	20	80	100
	EN 1121	Foundation Course I	2	20	80	100
	MM 1141	Core- I-Methods of Mathematics	4	20	80	100
	CO 1131	Complementary I –Fundamentals of Financial Accounting.	2	20	80	100
	ST 1131.1	Complementary II- Descrptive Statistics and Introducation to Probability	2	20	80	100
			<b>TOTAL</b>	<b>17</b>	<b>120</b>	<b>480</b>
<b>II</b>	EN 1211.1	Language Course III (English II)	4	20	80	100
	EN 1212	Language Course IV(English III)	3	20	80	100
	ML/HN 1211.1	Language Course V (Addl. Lang. II)	3	20	80	100
	MM 1221	Foundations of Mathematics	4	20	80	100
	CO 1231	Complementary III- Advanced Financial Accounting	2	20	80	100
	ST1231.1	Complementary IV- Random variables	2	20	80	100
			<b>TOTAL</b>	<b>18</b>	<b>120</b>	<b>480</b>
<b>III</b>	EN 1311.1	Language Course VI (English- IV)	4	20	80	100
	ML/HN 1311.1	Language Course VII (Addl. Language III)	4	20	80	100
	MM 1341	Core III –Algebra & Calculus-I	4	20	80	100
	CO 1331	Complementary V-Cost Accounting	3	20	80	100
	ST 1331.1	Complementary VI-Probability Distribution and theory of Estimation	3	20	80	100
			<b>TOTAL</b>	<b>18</b>	<b>100</b>	<b>400</b>

<b>IV</b>	EN 1411.1	Language Course VIII(English V)	4	20	80	100
	ML/HN 1411.1	Language Course IX (Addl.Lan.IV)	4	20	80	100
	MM 1441	Core IV- Algebra & Calculus-II	4	20	80	100
	CO 1431.1	Complementary VIII-E-commerce	3	20	80	100
	ST 1431.1	Complementary IX Management Accounting	3	20	80	100
	ST 1431.1	Complementary VIII Test of Hypothesis and Analysis of Variance	3	20	80	100
	ST 1432.1	Complementary Practical using Excel	4	20	80	100
		<b>TOTAL</b>	<b>25</b>	<b>140</b>	<b>560</b>	<b>700</b>
<b>V</b>	MM 1541	Core VI- Real Analysis I	4	20	80	100
	MM1542	Core VII Complex Analysis I	3	20	80	100
	MM1543	Core VIII – Differential Equations	4	20	80	100
	MM1544	Core IX– Vector Analysis	4	20	80	100
	MM1545	Core X-Abstract Algebra I	4	20	80	100
	MM 1551	Open Course-	2	20	80	100
	MM1646	Project Work	-	-	-	-
		<b>TOTAL</b>	<b>21</b>	<b>120</b>	<b>480</b>	<b>600</b>
<b>VI</b>	MM1641	Core XI – Real Analysis II	4	20	80	100
	MM1642	Core XII– Linear Algebra	4	20	80	100
	MM 1643	Core XIII- Complex Analysis II	4	20	80	100
	MM 1644	Core -14 Abstract Algebra II	3	20	80	100
	MM 1645	Computer Programming (Practical)	4	20	80	100
	MM1661	Elective Course-Graph Theory	3	20	80	100
	MM 1646	<b>Project</b>	<b>4</b>		<b>80+20 viva</b>	<b>100</b>
		<b>TOTAL</b>	<b>26</b>	<b>120</b>	<b>580</b>	<b>700</b>
		<b>GRAND TOTAL</b>	<b>125</b>	<b>720</b>	<b>2980</b>	<b>3700</b>

**Open Course offered to other Disciplines**

<b>V</b>	MM1551.2	Business Mathematics	2	20	80	100
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**2. BLISc****FIRST SEMESTER**

Course Code	Course Title	Credits	Marks		Total
			Internal Assessment	End Semester Exam (3 hrs)	
LISB41	Library and Society	4	25	75	100
LISB42	Library Management	4	25	75	100
LISB43	Library Classification and Cataloguing (Theory)	4	25	75	100
LISB44	Library Classification (Practical)	4	25	75	100
<b>Total</b>		<b>16</b>			<b>400</b>

**SECOND SEMESTER**

Course Code	Course Title	Credits	Marks		Total
			Internal Assessment	End Semester Exam (3 hrs)	
LISB45	Information Sources, Services and Systems	4	25	75	100
LISB46	Information Technology (Theory)	4	25	75	100
LISB47	Information Technology (Practical)	4	25	75	100
LISB48	Library Cataloguing (Practical)	4	25	75	100
<b>Total</b>		<b>16</b>			<b>400</b>
<b>GRAND TOTAL</b>					<b>800</b>

**Examination and Result**

End semester examination of three hours duration will be conducted for the courses at the end of each semester by the University. The University will issue the semester mark list after each semester examination and final consolidated mark list showing the marks scored in all the semesters after the successful completion of the Degree programme. For each course, the end semester examination will carry 80 marks while the internal assessment will be done for 20 marks. Thus the total marks for each subject shall be 100 marks.

The components of internal assessment and the marks for each will be as follows:

Assignments	10 marks
Seminars and discussions	10 marks
<b>TOTAL</b>	<b>20 marks</b>

## 18. POST GRADUATE PROGRAMMES AND REGULATIONS

### 18.1 Programmes

- MSc. Computer Science • M.Sc. Mathematics • MLISc. (1 Year)

### 18.2 Regulations

#### 1. Scope

- 1.1 The Regulations framed herein shall apply to all Post Graduate Programmes under the faculties of Science, Social Science, Arts, conducted in the School of Distance Education.
- 1.2 These Regulations shall come into effect from 2016 admissions onwards.

#### 2. Eligibility for Admission

- 2.1 Eligibility for admission for various Post-Graduate Programmes shall be according to the rules framed by the University from time to time.

	Graduates who have passed qualifying examination in CBCS Pattern -2013 admissions	Graduates who have passed qualifying examination in CBCS Pattern- Prior to 2013 admissions	Graduates who have passed qualifying examination in Annual scheme/ Other pattern
1	<p><b>M. Sc.</b></p> <p><b>Computer Science:</b> Candidates for admission to PG Programme in Computer Science should have passed a Degree course with minimum 3 years duration after 10+2 in Computer Science/ Computer Application/ Electronics as Core subject or an equivalent Degree with not less than 5 CCPA(S) out of 10 Or Any Science Degree with minimum three years duration after 10+2 with not less than 2 CCPA(S) out of 4 with Computer Science/ Computer Application as one of the Main/ Subsidiary/ Core subject. (UO No. Ac A IV/2/53-MSc CS/2017 dated 23.10.2017). For SEBC and Physically handicapped candidates a minimum of 1.8 CGPA(S) CCPA (S) and for SC/ST candidates a minimum</p>	<p><b>M. Sc.</b></p> <p><b>Computer Science:</b> Candidates for admission to PG Programme in Computer Science should have passed a Degree course with minimum 3 years duration after 10+2 in Computer Science/ Computer Application/ Electronics as Core subject or an equivalent Degree with not less than 2 CGPA(S) out of 4 Or Any Science Degree with minimum three years duration after 10+2 with not less than 2 CGPA(S) out of 4 with Computer Science/ Computer Application as one of the Main/ Subsidiary/ Core subject. (UO No. Ac A IV/2/53-MSc CS/2017 dated 23.10.2017). For SEBC and Physically handicapped candidates a</p>	<p><b>M. Sc.</b></p> <p><b>Computer Science:</b> Candidates for admission to PG Programme in Computer Science should have passed a Degree course with minimum three years duration after 10+2 in Computer Science/ Computer Application/ Electronics as Main subject or an equivalent Degree with not less than 50% marks. Or Any Science Degree with minimum three years duration after 10+2 with not less than 50% marks with Computer Science/ Computer Application as one of the Main/ Subsidiary/ Core subject. (UO No. Ac A IV/2/53-MSc CS/2017 dated 23.10.2017). For SEBC and Physically</p>

	<p>pass in the Degree Examination is sufficient. (U.O.No.Ac.A IV/3/51406/Eligibility/2014, dated 18.06.2014)</p> <p>Admission to the programme is based on merit and mandatory reservation subject to CSS seat matrix of the University and UGC regulations.</p>	<p>minimum of 1.8 CGPA(S) and for SC/ST candidates a minimum pass in the Degree Examination is sufficient. (U.O.No.Ac.AIV/3/51406/Eligibility/2014, dated 18.06.2014)</p> <p>Admission to the programme is based on merit and mandatory reservation subject to CSS seat matrix of the University and UGC regulations.</p>	<p>handicapped candidates a minimum aggregate of 45% marks and for SC/ST candidates a minimum pass in the Degree Examination is sufficient. (U.O.No.Ac.AIV/3/51406/Eligibility/2014, dated 18.06.2014)</p> <p>Admission to the programme is based on merit and mandatory reservation subject to CSS seat matrix of the University and UGC regulations.</p>
2	<p><b>M. Sc. Mathematics</b></p> <p>B.Sc. with Mathematics or Statistics as Core Course securing not less than 5.5 CCPA(S) * out of 10 / B.Sc. Vocational Subjects (Three main) Optical Instrumentation, Instrumentation, Industrial Chemistry, Electrical Equipment and Maintenance and Computer Applications with one of the main subjects with a minimum of 55% marks.</p> <p>Admission to the programme is based on merit and mandatory reservation subject to CSS seat matrix of the University and UGC regulations.</p>	<p><b>M. Sc. Mathematics</b></p> <p>B.Sc. with Mathematics or Statistics as Core Course securing not less than 2.2 CGPA(S) * out of 4 / B.Sc. Vocational Subjects (Three main) Optical Instrumentation, Instrumentation, Industrial Chemistry, Electrical Equipment and Maintenance and Computer Applications with one of the main subjects with a minimum of 55% marks.</p> <p>Admission to the programme is based on merit and mandatory reservation subject to CSS seat matrix of the University and UGC regulations.</p>	<p><b>M. Sc. Mathematics</b></p> <p>B.Sc. with Mathematics or Statistics as optional Main subject under Part III scoring not less than 55% marks for that part/ B.Sc. Vocational Subjects (Three main) Optical Instrumentation, Instrumentation, Industrial Chemistry, Electrical Equipment and Maintenance and Computer Applications with one of the main subjects with a minimum of 55% marks.</p> <p>Admission to the programme is based on merit and mandatory reservation subject to CSS seat matrix of the University and UGC regulations.</p>
3	<p><b>MLISc</b></p> <p>Bachelors degree in Library and Information Science of the University of Kerala, or BLISc degree of any other University recognised as equivalent thereto.</p>		

**18.2.1 Relaxation in Grade Points/Marks in the Qualifying Examination**

Under CBCS PATTERN	ANNUAL SCHEME
Scheduled Caste/Scheduled Tribe Category: A pass in the Qualifying Examination with minimum CGPA(S) of 1.5(CBCS Prior to 2013 admissions)/CCPA(S) of 4 (CBCS 2013 admissions)	Scheduled Caste/Scheduled Tribe Category: The minimum mark in the qualifying examination for PG Degree course of study is 35%

**18.2.2 Instructions for admission to Science based PG programmes**

- \* Admissions to M.Sc Mathematics and M.Sc Computer Science are strictly based on merit and reservation norms.
- \* Seats available for M.Sc Mathematics and M.Sc Computer Science are 135 and 180 respectively (2023 - 24 Admission).
- \* Candidates eligible for applying Science based PG programmes are advised to pay only the prospectus fee (Rs.265/-) while completing their online application.
- \* Students may remit the Tuition fee /Admission fee only if they are selected for the programme based on merit and reservation norms.

**18.2.3 SEBC Category**

A relaxation of 2% in the Qualifying Examination from the prescribed minimum is allowed.

**18.2.4 Persons with Disability Category**

A relaxation of 5% in the qualifying examination from the prescribed minimum is allowed.

**18.3 Re-admission**

Re-admission to the PG Programme under semester system can only be given from the beginning of the semester. A candidate who discontinues the programme in a particular semester can rejoin it in the beginning of the same semester during subsequent years, provided the scheme and the syllabus are the same. In case if the scheme and syllabus have been changed, he/she has to cancel the prior registration and take fresh admission.

**3. Duration**

- 3.1 The normal duration of PG Degree Programme shall be 4 Semesters except for MLISc. Duration for MLISC shall be 2 semesters. There shall be at least 15 instructional days in a semester and a minimum of 90 hours of instruction in a semester.
- 3.2 Examinations for odd and even semesters will be conducted together towards the end of every academic year.

**18.4 Scheme and Syllabus**

- 4.1 Distribution of courses for theory and practical among the semesters, as far as possible, shall be equal and the aggregate marks shall be 1800, except MSc Computer Science and MLISc Degree where the aggregate marks are 2600 and 1000 respectively. There shall be a Dissertation Work/Project/Essay during 3rd/4th semester and shall be evaluated at the end of the last semester. The total marks for dissertation work/project/comprehensive course is 80 whereas for essay it is 100. However for those candidates who opt for Dissertation

Work/Project/Essay/Comprehensive Course, there shall be a viva-voce for 20 marks. A comprehensive viva-voce shall be conducted for all the candidates at the end of the last semester for which the maximum marks shall be 100.

- 4.2 All the two components i.e. Dissertation Work/Project/Essay and Comprehensive Viva-Voce are compulsory and that a candidate shall have to appear for all the above two components to obtain minimum marks for IV Semester PG examination.
- 4.3 The syllabus for each Course shall be framed by the concerned Board of Studies.

### 18.5. Evaluation

- 5.1. Evaluation of each course shall be done in two parts viz.
- 1). Continuous Evaluation (CE)
  - 2). End Semester Evaluation (ESE) .
- 5.2. The distribution of marks shall be 25% for CE and 75% for ESE.
- 5.3(a) Pass Requirement - There is no separate minimum for CE. However for a pass in each course a candidate shall obtain 35% for the ESE and 40% in the aggregate (both CE and ESE taken together). Minimum marks required for passing a programme is 40%.
- 5.3(b) Pass Requirements for M. Sc. (CS): For each subject (including practical), a student should get a minimum of 40% marks for the university examinations and 50% aggregate for the CE and ESE together for all theory and practical courses except Major Project. For Major Project and Comprehensive viva-voce in the 4th semester each student should get a minimum of 50% for the university examination and 50% aggregate for the CE and ESE together. Classification of passed candidates will be as per the University norms.
- 5.4. Continuous Evaluation (CE)
- 5.4.1 The allocation of marks for each component under Continuous Evaluation (CE) shall be in the following order.

Programmes other than MSc Computer Science	
a. Assignment	15
b. Test course/Practicum/ Case Analysis	10
<b>Total</b>	<b>25</b>

5.4.2 Assignments - Each candidate shall be required to write one assignment for each course as part of Continuous Evaluation. Those who submit their assignments after the due date will have to pay a late fee as fixed by the university from time to time.

5.4.3 For M. Sc. Computer Science the allocation of marks for each component under Continuous Evaluation (CE) shall be in the following order.

#### CE Mark for Theory (out of 25)

Assignments and activities	: 10	(Distributed for minimum two components)
Test	: 10	Attendance : 5

#### CE Mark for Lab Courses (out of 25)

Attendance	: 5	Lab performance: 5 Record : 5
Internal Lab Test	: 5	Case Study : 5

- 5.4.4 Test Paper/Practicum/Case Analysis: There shall be at least one Test Paper/Practicum/Case Analysis during a semester for each course.
- 5.4.5 All assignments and answer scripts of Test Paper/Practicum/Case Analysis of the CE must be kept in the respective department for a maximum period of 30 days from the publication of results.
- 5.4.6 After completion of the CE, the result shall be displayed in SDE website. Complaints regarding the award of marks for CE if any have to be submitted to the Programme Coordinator within 15 working days from the display of results of CE. The complaints shall be examined by the Programme Coordinator and shall arrive at a decision, which shall be communicated to the candidates. Further complaints if any shall be preferred within 10 days after the receipt of communication, to the Director SDE, who shall place the same before the staff council for a final settlement. The Statement of marks of the CE of all the candidates shall be approved by the Programme Coordinator, countersigned by the Director and forwarded to the Controller of Examinations.
- 5.4.7 There shall be no Continuous Evaluation for Dissertation Work/Project/Essay/Comprehensive Course.
- 5.5 End Semester Evaluation (ESE)
- 5.5.1 Attendance - Minimum attendance required for ESA is 50% and for M. Sc. CS is 75%. However those who do not have the required percentage of attendance can appear for ESA by paying a condonation fee Rs. 525- Semester for each.
- 5.5.2 End Semester Evaluation of all the courses including the examination for Dissertation Work/Project/Essay shall be conducted by the University.
- 5.5.3 There shall be single valuation system of answer books by external examiner with provision for revaluation.
- 5.5.4 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.
- 5.5.4 Project Evaluation: There shall be double valuation for Dissertation Work/Project by a Board of two Examiners appointed by the University. The marks awarded for project in a particular year shall be combined with the marks awarded for project based viva-voce conducted at subsequent appearance as a special case.
- 5.5.5 Those who have successfully completed all the semesters of a programme shall be declared to have successfully completed the PG Programme.

## 18.6. Classification of Results

- 6.1 The classification of results of the Programme shall be done at the end of the 4th semester based on the total marks secured for all semesters and shall be as follows.
- |   |              |
|---|--------------|
| Candidates securing not less than 40% but below 50% | Third Class  |
| Candidates securing not less than 50% but below 60% | Second Class |
| Candidates securing 60% and above                   | First Class  |
- 6.2 Attendance for MLISc: No candidate will be eligible for the registration to the MLISc examination unless he/she has attended 75% of the contact classes/ practicals/ seminars.
- 6.3 Assessment and Evaluation for MLISc: 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%

#### 6.4 Ranking

Candidates who passed all semester examinations in the first appearance within the minimum period prescribed for each semester shall be ranked on the basis of aggregate marks secured for all the semesters. Rank should not be awarded for candidates already holding a masters degree.

### 18.7. Issue of Mark Lists

- 7.1 The Mark Lists of each of the first three semesters shall be issued immediately after the publication of the results of the semester concerned.
- 7.2 Consolidated Mark Lists showing the marks secured for all the Courses of all the four semesters with classification will be issued immediately after the finalization of the results of the final semester.

### 18.8. Promotions to Higher Semesters

Candidates who register for the end semester examination will be promoted to the higher semesters.

### 18.9. Re-appearance of Failed Candidates

Candidates who fail in a Programme will be permitted to re-appear for its ESE in the semester concerned along with the next regular batch of candidates. Such candidates will have to re-appear only for the ESE of the Programmes in which he/she has failed. The marks secured by them for the CE part will be carried over along with the marks of ESE so re-appeared.

Those candidates who discontinue for a programme under one Scheme and syllabus and get readmitted subsequently have to study the Scheme that is applicable to the batch to which they are admitted.

- 9.1 Betterment: Betterment to secure higher percentage of marks is to be allowed after the completion of the Programme. Cancellation of the results of a programme can be done as per the general rules governing it.

The candidates, who intend for betterment, if there is a change in the scheme & syllabi of examination, should appear for the examinations as per the current scheme with carry over of internal marks. Candidate seeking betterment should have passed the programme and shall be given only two chances.

### 18.10. Monitoring of the Programmes

Monitoring of the PG Programmes shall be done by two committees-

- 10.1 SDE Level Committee (SDELC): A committee consisting of the Director and Course Co-ordinators of the PG Programmes and selected representatives of teachers in the SDE

Council shall constitute the SDE level committee. The Director shall be the Chairman and a member by the teachers council from among the Course Co-ordinators of the PG departments shall serve as the Convener. This committee shall be responsible for (1) the conduct of the PG Programmes, (2) ensuring the minimum instructional days, (3) arranging ESA (University examinations) of the various semester, etc. Complaints of candidates, not clear by the Department Level Committee regarding evaluation of CA, shall be considered referred to the University Committee. The SDE Level Committee shall be reconstituted every year by the Director, immediately on commencement of the PG programme.

10.2 University Level Committee: There shall be a University level committee with the following members to monitor and supervise the conduct of the PG programme.

1. The Pro-Vice – Chancellor - Chairman
2. A member of the Syndicate nominated by the Vice - Chancellor
3. A Dean nominated by the Vice – Chancellor
4. Controller of Examinations.
5. The Director CDOE, SDE shall be the convener of the Committee.

This Committee shall be responsible for the monitoring and conducting the PG programmes in the SDE. This committee shall finalize the academic calendar and supervise the conduct of ESA in the SDE. This committee shall also serve as to appellate committee to examine the complaints if any. The committee shall also be competent to suggest amendments to the regulations to the PG Courses.

10.3 All committee mentioned under clauses 10.1 and 10.2 shall meet at least three times in a semester in the beginning, middle and end of the semester.

### 18.11. Transitory Provision

Notwithstanding anything contained in the regulations for the PG Programmes the Vice-Chancellor shall, for a period of two years from the date of coming into force of the regulations, have the power to provide by order that these regulations shall be applied to any PG Programme with such modifications as may be necessary.

## 9. POST GRADUATE PROGRAMME DETAILS

### 1. M. Sc. COMPUTER SCIENCE

#### Semester I

		L	T	P	CE	ESE	Total
DCS 11	Computer Architecture	3	-		25	75	100
DCS 12	Data Structures and Algorithms	3	1		25	75	100
DCS 13	Mathematical Foundations of Computer Science	3	1		25	75	100
DCS 14	Programming Paradigms	3	1		25	75	100
DCS 15	Computer Networks	3	1		25	75	100
DCS 16	Data Structures & Algorithms Lab			3	25	75	100
DCS 17	Java Programming Lab			3	25	75	100

**Semester II**

DCS 21	Modern Operating Systems	3	-		25	75	100
DCS 22	Advances in Database Management	3	-		25	75	100
DCS 23	Object Oriented Analysis and Design	3	1		25	75	100
DCS 24	Graphics & Multimedia Systems	3	1		25	75	100
DCS 25	Optimization Techniques	3	1	1	25	75	100
DCS 26	Minor Project & Seminar			4	50	50	100
DCS 27	Database & Web Programming Lab			3	25	75	100

**Semester III**

DCS 31	Data Mining & Warehousing	3	-		25	75	100
DCS 32	Distributed Systems and Cloud Computing	3	1		25	75	100
DCS 33	Information Security	3	1		25	75	100
DCS 34	Compiler Design	3	1		25	75	100
DCS 35	Elective I	3	1		25	75	100
DCS 36	Network Administration Lab	3			25	75	100
DCS 37	Distributed Computing Lab			3	25	75	100

**Semester IV**

DCS 41	Research & Technical Writing	3	1		25	75	100
DCS 42	Elective II	3			25	75	100
DCS 43	Major Project			18	100	100	200
DCS 44	Comprehensive Viva Voce						100
	<b>Total</b>						<b>2600</b>

Elective I:

A. Digital Image Processing

Elective II:

B. Neural Networks &amp; Fuzzy Systems

**2. M. Sc. MATHEMATICS**

SEM	Course Code	Title of Course	Maximum marks		
			CE	ESE	Total
I	MM 211	Linear Algebra	25	75	100
	MM 212	Real Analysis - I	25	75	100
	MM 213	Differential Equations	25	75	100
	MM214	Topology I	25	75	100
II	MM221	Algebra	25	75	100
	MM222	Real Analysis II	25	75	100
	MM223	Topology II	25	75	100
	MM224	Computer Programming in C++	25	75	100

III	MM231	Complex Analysis I	25	75	100
	MM232	Functional Analysis I	25	75	100
	MM 233	Elective I - Graph Theory	25	75	100
	MM 234	Elective II - Operations Research	25	75	100
IV	MM241	Complex Analysis II	25	75	100
	MM242	Functional Analysis II	25	75	100
	MM 243	Elective III - Coding Theory	25	75	100
	MM 244	Elective IV - Analytic Number Theory	25	75	100
	MM245	Dissertation		80+20(viva)	100
		Comprehensive Viva		100	100
		<b>TOTAL</b>			<b>1800</b>

CE: Continuous Evaluation, ESE: End Semester Examination

### 3. MLISc Semester I

Course Code	Course Title	Credits	Marks		Total
			Internal Assessment	End Semester Exam (3 hrs)	
LISM51	Information Knowledge and Communication	4	25	75	100
LISM52	Information Processing and Retrieval	4	25	75	100
LISM53	Information Technology Applications (Theory)	4	25	75	100
LISM54	Information Technology Applications (Practical)	4	25	75	100
LISM55	Information Systems and Services	4	25	75	100
	<b>Total</b>	<b>20</b>			<b>500</b>

### Semester II

LISM56	Information Systems Management	4	25	75	100
LISM57	Research Methodology	4	25	75	100
LISM58	Dissertation and Viva-voce examination	4	25	75	100
		Viva - voce	Dissertation		
LISM59	Technical communication	2	25	75	100
LISM510	Statistical methods	2	25	75	100
	<b>Total</b>	<b>16</b>			<b>500</b>

### 19. Centre for Internal Quality Assurance (CIQA)

In order to develop and put in place comprehensive and dynamic Internal Quality System to provide high quality programmes of higher education in the distance mode, a centre for Internal Quality Assurance (CIQA) is functioning in the SDE. Its main functions are:

- (i) To maintain quality in the services provided to the learners.
- (ii) To disseminate information on quality assurance.
- (iii) To suggest to the authorities of the University, measures for quality improvement
- (iv) To prepare programmed project report and ensure another launch of programme(s).

The CIQA shall be reconstituted by the Vice-chancellor immediately on the commencement of each academic year. The CIQA of the SDE during 2022-23 consists of the following members:

**Chairman** : Dr. R. Vasanthagopal

**Director** : Dr. Lal C. A.

#### Members

- |                           |   |
|---------------------------|---|
| 1. Dr. Asha V.            | 6. Dr. Indu K. V.                             |
| 2. Dr. A. M. Unnikrishnan | 7. Dr. Rose Mary George                       |
| 3. Dr. K. S. Suresh Kumar | 8. Dr. S. Venumohan                           |
| 4. Dr. S. R. Sheeja       | 9. Deputy Registrar, SDE                      |
| 5. Dr. S. Nazeeb          | 10. Assistant Registrar, SDE (Administration) |

### 20. PROGRAMME CO-ORDINATORS (2024-25 Admission)

Sl. No.	Name of Programme	Name of Coordinators	Contact No.	E-mail
1	BLISc	Akhila A. S.	9946790492	asakhilanair@gmail.com
2	B. Sc. Mathematics	Suchithra S. S.	9946841519	suchithranidheesh@gmail.com
		Viji S	8921468440	vijiviswanathan10@gmail.com
3	MSc Computer Science	Arya S. V.	8921252859	aryasv3128@gmail.com
		Liji I. H.	9497266880	liji10@gmail.com
4	MSc Mathematics	Dr. K. S. Zeenath	9846592147	zeenath.ajmal@gmail.com
		Suchithra S. S.	9946841519	suchithranidheesh@gmail.com
5	MLISc	Jijin E. S.	9447290135	jijintbgri@gmail.com

## 21. STAFF DETAILS

### 21.1 Teaching Staff

Sl.No.	Name of Faculty	Designation
1	Dr. K. S. Suresh Kumar	Director & Professor of Commerce
2	Dr. P. P. Ajayakumar	Senior Professor of English
3	Dr. A. M. Unnikrishnan	Senior Professor of Malayalam
4	Dr. R. Vasanthagopal	Professor of Commerce
5	Dr. C. A. Lal	Professor of English
6	Dr. A. Shaji	Professor of History
7	Dr. Ajitha S.	Assistant Professor of Public Administration
8	Dr. S. Nazeeb	Assistant Professor of Malayalam
9	Dr. Mushthaq Ahammed K.	Assistant Professor of Commerce
10	Dr. Balu B.	Assistant Professor of Commerce
11	Dr. K. V. Indu	Assistant Professor of Hindi
12	Dr. K. R. Deepak	Assistant Professor of Hindi
13	Dr. T. K. Rajan	Assistant Professor of Hindi
14	Dr. Rose Mary George	Assistant Professor of Political Science
15	Dr. S. Suja	Associate Professor of Malayalam
16	Dr. S. Venumohan	Assistant Professor of History
17	Renoj M. K.	Assistant Professor of Political Science
18	Aby T. Suresh	Assistant Professor of Political Science
19	Dr. Zeenath K. S.	Emeritus Professor
20	Dr. Thajudeen S.	Emeritus Professor
21	Liji I. H.	Assistant Professor of Computer Science (On Contract)
22	Maya S.	Assistant Professor of Sociology (On Contract)
23	Arya S. V.	Assistant Professor of Computer Science (On Contract)
24	Suchithra S. S.	Assistant Professor of Mathematics (On Contract)
25	Dr. Vijay R. S.	Assistant Professor of Sociology (On Contract)
26	Sunitha L. F.	Assistant Professor of Economics (On Contract)
27	Dr. Binnie Mathew	Assistant Professor of History (On Contract)

28	Archana S. Viswan	Assistant Professor of Public Administration (On Contract)
29	Akhila A. S.	Assistant Professor of Library Information Science (On Contract)
30	Jijin E. S.	Assistant Professor of Library Information Science (On Contract)
31	Viji S.	Assistant Professor of Mathematics (On Contract)
32	Lekshmi A. C.	Assistant Professor of Computer Science (On Contract)
33	Dr. Nithya R.	Assistant Professor of Management (On Contract)
34	Narmada R. N.	Assistant Professor of English (On Contract)
35	Bhagya Rajeswary S.	Assistant Professor of English (On Contract)

## 21.2 Administrative Staff

### Deputy Registrar

K. Sreekumara Sarma

### Assistant Registrar (Admn.)

Predeep Kumar J. C.

### Assistant Registrar (Acad.)

Dhanya K. J.

### Section Officers

Geethu S. G.

Prem Kamal M. Eresseril

Rajendran V.

Shani S.

Preethi P. K.

### Assistants

Abdul Rahim Abdul Hameed

Manoj S.

Suma S.

Rajesh M. T.

Pramod B.

Deepthy Peters

Nisha S. Nair

Bismi S. J.

Sheeba Aman

Lekshmi T. Das

### Computer Assistants

Niya Thomas

Renjini S. J.

### Clerical Assistants

Pradeepa Kumari V. S.

Aneesh A. S.

### Programmers

Sneha O.

Divya Vijayan

### Library Assistants

Anil Kumar R.

