

UNIVERSITY OF CALICUT



SCHOOL OF DISTANCE EDUCATION

(Recognized by Distance Education Bureau(DEB)-UGC)

Calicut University P O

Malappuram

Kerala-673635

Website : www.sdeuoc.ac.in

Phone : 0494 2407356, 2400288

ADMISSION TO UNDER GRADUATE PROGRAMMES

PROSPECTUS 2018-2019

PROLOGUE

The University of Calicut, established in 1968, the second University to be set up in Kerala was opened as a part of the affirmative policy of the government in response to the challenges offered by the Geopolitical nature of Malabar. It aimed to bring higher education within the purview of one and all.

At present the University has 30 Post Graduate departments and 426 affiliated colleges and is the largest residential cum affiliating University in Kerala.

SCHOOL OF DISTANCE EDUCATION(SDE)

The School of Distance Education, one of the major departments of the University was established in 1981. Now it is a major education provider in Kerala with an annual enrolment of about 50,000 students.

THE GOVERNANCE OF THE SCHOOL OF DISTANCE EDUCATION

Vice-Chancellor

Dr.K.Mohammed Basheer

Pro Vice-Chancellor

Dr.P.Mohan

Registrar

Dr.Abdul Majeed.T.A

Controller of Examinations

Dr.V.V.Georgekutty

Finance Officer I/C

Sri.Suresh.K.K

Director I/C

Dr. Sivadasan.P

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1. Programmes Offered

Sl. No Name of Programme.

1. B.A.Afzal Ul Ulama
2. B.A.Arabic
3. B.A.Economics
4. B.A.English
5. B.A.Hindi
6. B.A.Malayalam
7. B.A.History
8. B.A.Political Science
9. B.A.Philosophy
10. B.A.Sanskrit
11. B.A.Sociology
12. B.Com
13. Bachelor of Business Administration (B.B.A)

2. General Instructions to the Candidates.

2.1 Students seeking admission shall apply on-line only. On-line Registration facility for admission is provided through www.sdeuoc.ac.in/OnlineRegistration or through the University website www.universityofcalicut.info/OnlineRegistration. The printout of the application should be sent to - **The Director, School of Distance Education, University of Calicut, Calicut University.P.O, Malappuram-673635.**

2.2 Mode of Remittance of Fee

- 1 Instant Web Payment Utility available in the website (Credit/Debit Card/Internet Banking)
- 2 Jana Sevana Kendrams/Akshaya/Post Office
- 3 State Bank of India (via e-chalan) and SBI Internet Banking

2.3 Steps for submitting online application

- Pay the required fee (Admission Fee, I & II Semester Tuition Fee, and all other fee applicable for the programme) through the Instant Web Payment Utility Provided in the SDE website(www.sdeuoc.ac.in) or in the University website(www.universityofcalicut.info/InstantWebPaymentUtility). Select the purpose as “ OTH00073-SDE-Regular UG Admission 2018” .
- Take the printout of the chalan receipt.
- A security code will be sent to the mobile number entered at the time of payment.
- After receiving the security code, select “Online Registration” link in the website.
- Select “OTH00073-SDE-Regular UG Admission 2018”.
- Enter the chalan number and security code.
- Upload the photograph in JPEG format .
- Fill in all the relevant fields in the application form.

- Check all the details before submitting the application
- Take a printout of the online application.
- Send the application form with all the required documents to- **THE DIRECTOR, SCHOOL OF DISTANCE EDUCATION, UNIVERSITY OF CALICUT, CALICUT UNIVERSITY.P.O, MALAPPURAM-673635.**
- 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 Certificates, T.C and fees shall be summarily rejected.

2.4 Spot Admission

Applicants can submit their applications along with all the required documents directly in SDE. They should remit ₹55/- for spot admission. The original certificates of these candidates will be returned on the same day after verification.

2.5 Identity Card

Each student will be issued an Identity Card on admission showing the enrolment **Number, Contact Class Centre** etc . This can be downloaded from the website (www.sdeuoc.ac.in> Online ID Card) .If the original Identity Card is lost or damaged, a duplicate will be issued on payment of ₹105/- towards fee for duplicate Identity Card . Students must quote their **Enrolment Number/Online ID** in all their correspondences with SDE. The students should bring their Identity Card whenever they come to S.D.E and to attend Contact Classes. The card should be surrendered to get Transfer Certificate(T.C) on completion/ discontinuation/cancellation of the course.

2.6 Contact Classes The students of SDE will be offered contact classes at various contact class centres. The details regarding the centres are given in the table below. A student can choose Contact Class Centre at the time of Online Registration. The allotment of contact centres will depend on the number of students enrolled for each programme. If sufficient number of candidates are not enrolled for a programme, the nearest contact class centre will be allotted. No contact class will be provided if the enrolment for a programme is less than 20. The time table of contact classes will be sent to the students well in advance. The classes will be handled by teachers of the SDE, teachers of the colleges affiliated to the Universities in Kerala and by experts in the concerned field.

STUDY CENTRES / CONTACT CLASS CENTRES

(Subject to the availability of Students)

Sl No	Name of Centre	Programmes
1	W.M.O. College, Muttill, Wayanad	BA, B.Com
2	Govt. Arts & Science College, Meenchanda, Kozhikkode	BA, B.Com
3	Govt. College, Malappuram	BA/B.Com
4	MES KVM College, Valanchery, Malappuram	BA, B.Com
5	Sree Kerala Varma College, Thrissur	BA, B.Com, BBA
6	St.Thomas College, Thrissur	BA, B.Com
7	MES Kalladi College, Mannarkkad, Palakkad	BA, B.Com, BBA
8	Govt College, Madappally, Kozhikkode	BA, B.Com
9	Govt. College, Chittur, Palakkad	BA, B.Com

2.7 Study Materials

The study materials prepared by the teachers and experts in the subject will be distributed to the students through the Contact Class Centres. The copies of the study materials will be made available in the website(www.sdeuoc.ac.in>Student Zone> Study Materials). The study materials will not be provided in Printed Form if the total enrolment for a programme is less than 50 students.

2.8 University Examinations

The examinations of the School of Distance Education will be conducted by the Controller of Examinations. Students of the School of Distance Education should submit their applications for Examination through online as per the notification from Pareeksha Bhavan. The printed copies of the online application for examination should be forwarded to the Controller of Examinations with the necessary documents. The dates of examinations will be intimated to the students through News Papers and University website(www.universityofcalicut.info) . The students have to register for the whole examinations at the first appearance for each semester. Students have to remit the 2nd and 3rd installments

of their tuition fee after the completion of 2nd and 4th semester examinations at the beginning of the 3rd and 5th semester respectively. The students who failed to remit their tuition fee on time will not be permitted to apply for examinations. Students are required to remit their tuition fee and apply for examination on time to keep their SDE registration active.

2.9 Centres of Examination

The students can select their preferred examination centre from the list of approved centres provided at the time of online registration. Centre once selected cannot be changed.

2.10 Subsequent Appearance

Students who fail in any paper and intend to register for reappearance should do so directly with the Controller of Examinations.

2.11 Transfer Certificate

Original Transfer Certificates, submitted by the students seeking admission, will not be returned to them once they are admitted to the course. A fresh TC will be issued by the SDE after completion of the course or on discontinuation.

2.12 Parity with Regular Students

Students of the SDE are offered the same Courses as in the regular colleges affiliated to the University of Calicut. They have the same syllabi, curriculum and examinations.

2.13 Admission to SC/ST/OEC Students belonging to SC/ST/OEC category will be admitted in the SDE without remitting the tuition fee at the time of admission only if they are not employed in Govt/Quasi Govt/Public sector services.. But they have to remit all other special fee like Admission Fee, Matriculation Fee etc. Such students have to submit the duly filled in application for fee concession(available in the website www.sdeuoc.ac.in>Downloads) along with self attested copy of SSLC, +2 , Original Caste Certificate, Income Certificate and Nativity Certificate issued by competent authorities and copy of AADHAAR card at the time of admission. These students should submit an application for renewal of tuition fee in the 2nd and 3rd year in order to continue to avail the fee concession.

2.14 SDE Library

The SDE has a separate Library of its own with a good collection of books, periodicals, reference books etc. Students can make use of the library resources and the reference services on all working days by producing their student's ID card

3. ELIGIBILITY RULES FOR ADMISSION

Those candidates who are “**Eligible for Higher Studies**” as per the Higher Secondary Examination, Kerala or a pass in the equivalent examinations is the minimum criteria for admission to degree courses, unless otherwise specified.(U.O.No 2393/2015/Admn Dated:10.03.2015)

However, candidates who have qualified the HSE and VHSE of the Government of Kerala under ‘SAY’ scheme and Compartmental Examination of CBSE are also eligible for admission to first year degree courses in the same academic year. (U.O. No. GAI /A2/ 5753/2000 dated14.05.2004).

Candidates who have passed the Higher Secondary Examination of Tamil Nadu (Private study) shall not be admitted to any course under this University. (U.O.No.GAI/A1/5062/2002 dated 07.07.2005).

All candidates qualified the Higher Secondary Examination or its equivalent examinations held up to and including the annual examinations of the proceeding academic years are eligible for admission.

The Afzal -Ul-Ulama Preliminary course is declared equivalent to the Plus Two Humanities Group. Therefore, all candidates passed Afsal -Ul-Ulama preliminary are eligible for admission to the Humanities and Commerce programmes. (GO (rt).no.2165/2014H.Edn Dated: 03.06.2014)

Other Degree holders (including Professional Degree) are not eligible to apply for SDE UG Regular Mode

Eligibility Rules

Sl No	Programme	Eligibility
1	B.A.English	Candidates who have passed(Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent thereto are eligible for admission.
2	B.A.Malayalam	
3	B.A.Hindi	
4	B.A. Sanskrit	
5	B.A.Arabic	Candidates who have passed Secondary Examination or any other examination recognized as equivalent thereto Arabic are eligible for admission
6	B.A.Afsal-Ul-Ulama	Candidates who have passed (Eligible for Higher Studies)the HSE of the Kerala State Board of Higher Secondary Examination or any examination recognized equivalent thereto are eligible for admission.

Sl No	Programme	Eligibility
7	B.A.History	Candidates who have Passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent thereto are eligible for admission.
8	B.A.Economics	
9	B.A.Political Science	
10	B.A.Philosophy	
11	B.A.Sociology	
12	B.Com	Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent thereto with at least one Commerce subject are eligible for admission to the BCom Degree course. Candidates who have not studied Commerce subject for Higher Secondary or an equivalent examination with not less than 45 % marks are also eligible. A concession of 5% marks will be given to OBC/OEC candidates. The SC/ST candidates need get only a pass.
13	B.B.A (Bachelor of Business Administration)	Candidates who have passed (Eligible for Higher Studies) the HSE of the Kerala State Board of Higher Secondary Examination or any other examination recognized as equivalent thereto, with not less than 50% marks is eligible for admissions. A concession of 5% marks will be given to OBC/OEC candidates. The SC/ST candidates need only to get a pass. pass.(U.O.No.GAI/J2/2907/2003)

Relaxation of Minimum Marks will be given as per rules

4. PROGRAMME STRUCTURE

4.1. Courses :

The Undergraduate Programmes shall include 4 types of courses viz Common Course(Code A), Core Course(Code B), Complementary Courses(Code C) & Open Courses(Code.D)

4.2 .Common Courses : In general, every under graduate student shall undergo 10 common courses chosen from a group of 14 common courses listed below, for completing the programme.

- | | |
|-----------------------------------|---|
| 1. Common English Course I | : Transactions : Essential English Language Skill |
| 2. Common English Course II | : Ways With Words : Literatures in English |
| 3. Common English Course III | : Writing for Academic & Professional Success |
| 4. Common English Course IV | : Zeitgeist : Reading on Contemporary Culture |
| 5. Common English Course V | : Signatures: Expressing the Self |
| 6. Common English Course VI | : Spectrum – Literature and Contemporary Issues |
| 7. Additional language course I | : Malayalam,Hindi,Arabic, Sanskrit |
| 8. Additional language course II | : ” |
| 9. Additional language course III | : ” |
| 10. Additional language course VI | : ” |
| 11. General Course I | : Basic Numerical Skills |
| 12. General Course II | : General Informatics |
| 13. General Course III | : Entrepreneurship Development |
| 14. General Course IV | : Banking and Insurance(for B.Com /BBA) |

4.3. Common Course in various programmes

No	Programme	Semester I	Semester II	Semester III	Semester IV
1	B.A.	1,2,7	3,4,8	5,9	6,10
2	B.Com / B.B.A	1,2,7	3,4,8	11,12	13,14

4.4 Details of Specialization for B.Com and B.B.A

Sl.No	Name of Core Course	Specialization
1	B.Com	Finance/Banking and Insurance / Cooperation / Computer Applications
2	BBA	Finance / Marketing /Human Resource Management.

4.5.Details of Complementary Courses for BA/BSC/Bcom/BBA(2017-18)

Sl No	Name of the Programme	Complementary Courses	Semester Concerned
1	BA English	1. Social & Cultural History of Britain.	I to IV
		2. Modern World History from AD 1500 / Journalism / Political Science / Indian Constitution and Politics	
2	BA Malayalam	OR	I to IV
		1. Journalism	
3	BA Hindi	2. Political Science / Electronic Media / Modern Indian History (1857 to present)/Indian Constitution and Politics	I to IV
		1. Kerala Padanam	
4	BA Arabic	2. Sanskrit / Journalism	I to IV
		Two Hindi complementary courses in each semester	
5	BA Sanskrit	Two Arabic Complementary Courses in each semester	I to IV
		Two Sanskrit complementary Courses in each semester	
6	BA Afzal ul ulama	Two Complementary courses each offered by the Board of Studies in Afzal ul ulama(UG) in each semester	I to IV
		1. Political Science / Indian Constitution and Politics.	
7	BA History		I to IV

		2. Essentials of Economics	
		1. Political Science / Indian Constitution and Politics	
8	BA Economics	2. Modern Indian History(1857 to the present) / Mathematical Tools for Economics.	I to IV
9	BA Political Science	1. Modern World History from AD 1500 2. Essential of Economics	I to IV
10	BA Sociology	1. Political Science / Indian Constitution and Politics 2. Modern Indian History (1857 to the present / Psychology Process	I to IV
11	BA Philosophy	1. Political Science / Indian Constitution and Politics 2. Psychological Process	I to IV
12	B.Com	One Complementary Course each in each semester	I to IV
13	BBA	One Complementary Course each in each semester	I to IV

4.6. Open Courses :

There shall be One Open Course in the 5th semester. The student can opt one open course from a pool of open courses offered by the University except his /her Core subject. Details of Open Course is available in the SDE website.

**Detailed Syllabus is available in the website(www.sdeuoc.ac.in)*

4. Fee Structure for Under Graduate Programmes

- | | | | |
|------|---|---|---------|
| i. | Registration Fee(Admission Fee) | : | ₹1260/- |
| ii. | Course Fee (Tuition Fee) For One Year (2 Semesters) | : | |
| | a) B.A. | : | ₹1470/- |
| | b) B.Com | : | ₹1680/- |
| | c) B.B.A | : | ₹3150/- |
| iii. | Matriculation Fee(/-(For those who are enrolling in University of Calicut for the 1 st time) | : | ₹105/- |
| iv. | Re-matriculation Fee(For those who have migrated from the University of Calicut to other Universities) | : | ₹160/- |
| v. | Recognition Fee(For those who have qualified from Boards/Universities of other States) | : | ₹105/- |
| vi. | Postage Charges / Spot admission Fee | : | ₹55/- |

1st and 2nd Semester Tuition Fee should be remitted along with the Application Fee at the time of registration itself. Tuition Fee for the 3rd & 4th, 5th & 6th semesters should be remitted according to the notifications issued from time to time. Candidates belonging to SC/ST/OEC are eligible for concession from payment of Tuition Fee, only if they are not employed in Govt/Quasi Govt/Public Sector services. They should submit the duly filled in application form (available in the SDE website- www.sdeuoc.ac.in>Downloads>Application Forms) for fee concession with relevant documents at the time of admission. No fee concession for OBC students. The candidates who have applied for fee concession during the time of admission only are eligible for fee concession in the Second and Third year.

Visually Challenged candidates are also eligible for fee concession on production of Medical Certificate.

5. Documents to be submitted along with the application for admission

1. Original chalan receipt for the required fee.
2. Original Transfer Certificate (TC).
3. Original and copies of Qualifying Certificate and Mark lists
4. Self attested copy of SSLC/Equivalent for proof of Age and Date Of Birth.
5. Copy of AADHAAR.
6. Those who are eligible for mark relaxation on the basis of cast should submit original Community Certificate.
7. SC/ST/OEC candidates should submit the duly filled in application form for fee concession (available in the **website www.sdeuoc.ac.in>Downloads>Application Forms**) along with Community Certificate, Income Certificate & Nativity Certificate.
8. Certificate from the authority for relaxation in minimum mark in the case of Teachers, Govt.Employees, University Employees etc.
9. Those who have completed Plus Two through National Institute of Open Schooling(NIOS) should submit an Equivalency Certificate issued from the University of Calicut.
- 10.Those who have already registered for any degree examination and discontinued the course must produce a Cancellation Memo from the concerned University.
- 11.Differently abled / Visually challenged candidates should submit a Medical Certificate.
- 12.Those who do not avail the facility of spot admission should enclose a self addressed envelope(without stamp) of size 30cm x 25cm.

CONTACT DETAILS

Address for Correspondence : The Director,
School of Distance Education, University of Calicut
Calicut University.P.O
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