

# 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](http://www.sdeuoc.ac.in)

Phone : 0494 2407356, 2400288

### ADMISSION TO UNDER GRADUATE PROGRAMMES

### PROSPECTUS 2019-2020

## **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 geo-political 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 I/C

**Dr.M.Manoharan**

Controller of Examinations I/C

**Dr.P.Sivadasan**

Finance Officer I/C

**Sri. Suresh.K.K**

Director I/C

**Dr.P.Sivadasan.**

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**1. Programmes Offered.**

<b>Sl No</b>	<b>Name of Programme</b>
1	Bachelor of Arts in Afzal-ul-ulama
2	Bachelor of Arts in Arabic
3	Bachelor of Arts in Economics
4	Bachelor of Arts in English
5	Bachelor of Arts in Hindi
6	Bachelor of Arts in Malayalam
7	Bachelor of Arts in History
8	Bachelor of Arts in Political Science
9	Bachelor of Arts in Philosophy
10	Bachelor of Arts in Sanskrit
11	Bachelor of Arts in Sociology
12	Bachelor of Commerce
13	Bachelor of Business Administration
14	Bachelor of Science in Mathematics

## **2. General Instructions to the Candidates.**

2.1) Students seeking admission shall apply online only. Online Registration facility for admission is provided through [www.sdeuoc.ac.in/OnlineRegistration](http://www.sdeuoc.ac.in/OnlineRegistration) or [www.uoc.ac.in/OnlineRegistration](http://www.uoc.ac.in/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) Procedure for submitting online application**

1. Login to the website of the School of Distance Education [www.sdeuoc.ac.in](http://www.sdeuoc.ac.in).
2. Go to Online Registration and select the appropriate link.
3. If you are a new user, click the **SIGN UP** button where you will be asked to enter the following details,
  - a) AADHAAR number.
  - b) E-mail ID
  - c) Mobile Number (*Note : Please enter your valid mobile number linked to your AADHAAR. This number will be used for future reference and cannot be changed later.*)
4. After successful registration, go to your registration link and **SIGN IN** using your AADHAAR number and E-mail ID.
5. Select the Course (please note that the course once selected cannot be modified later), and fill in your personal details. Personal details can be modified until you make the final submission.
6. After the successful completion of details entry, upload your photograph in JPEG format and upload the documents in PDF format and click **SUBMIT** Button.
7. Then you will be redirected to the Payment page where your payment details will be displayed. (Please note that the payment is completely online. Offline mode of payment will not be entertained in any case).

8. After the successful submission, take a print out of the application.
9. The print out of the application along with all the required documents should be sent to the **Director, School of Distance Education, University of Calicut, Calicut University.P.O., Malappuram-673635** before the last date.

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 without the required documents shall be summarily rejected. The printout of the applications will not be accepted after the last date specified in the notification.***

### **2.3) Spot Admission**

Candidates can submit their applications along with all the required documents directly in SDE. They should remit ₹60/- as spot admission fees. The original certificates of these candidates will be returned on the same day after verification.

### **2.4) Identity Card**

Every student admitted in the School of Distance Education will be issued with an Identity Card showing the **Enrolment Number, Contact Class Centre** etc . This can be downloaded from the website ([www.sdeuoc.ac.in/identity\\_card](http://www.sdeuoc.ac.in/identity_card)) . 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 programme. If the original Identity Card is lost or damaged, a duplicate will be issued on payment of ₹115/- towards the fee for duplicate Identity Card . Students must quote their **Enrolment Number** in all their correspondences with SDE.

### **2.5) Contact Classes**

The students of SDE will be offered contact classes at various Learner's Support Centres. The details regarding these centres are given in the table below. A student can choose Learner's Support 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. If the total enrolment for a programme is less than 20, the contact classes are conducted in the Head Quarter of the School of Distance Education. The time table of contact classes will be uploaded in the website 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.

## **LIST OF LEARNER'S SUPPORT CENTRES**

**(Subject to the availability of Students)**

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

### **2.6) 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/StudentZone/Study Materials](http://www.sdeuoc.ac.in/StudentZone/Study Materials)). The study materials will not be provided in Printed Form if the total enrollment for a programme is less than 50 students.

### **2.7) 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 printout of the online application for examination should be forwarded to the Controller of Examinations with the

necessary documents. The time table of examinations will be intimated to the students through News Papers and University website([www.uoc.ac.in](http://www.uoc.ac.in)) . The students have to register for the whole examinations at the first appearance for each semester. Students have to remit the 2<sup>nd</sup> and 3<sup>rd</sup> installments of their tuition fee after the completion of 2<sup>nd</sup> and 4<sup>th</sup> semester examinations at the beginning of the 3<sup>rd</sup> and 5<sup>th</sup> 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.

### **2.8) 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. The final allotment of examination centre will be depend on the number of students that can be accommodated to each centre.

### **2.9) Subsequent Appearance**

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

### **2.10) 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.

### **2.11) 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.

### **2.12) Fee Concession.**

Students belonging to SC/ST/OEC category are exempted from remitting the Tuition Fee and Examination Fee; 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. To avail the fee concession, such students have to submit the duly filled in application for fee concession(available in the website [www.sdeuoc.ac.in/Downloads](http://www.sdeuoc.ac.in/Downloads)) along with copy of SSLC, +2 , Original Caste Certificate, Income Certificate issued by competent authorities, Nativity Certificate and copy of



AADHAAR card at the time of admission. These students should submit an application for renewal of tuition fee in the 2<sup>nd</sup> and 3<sup>rd</sup> year in order to continue to avail the fee concession.

Visually Challenged candidates are exempted from payment of all type of special fee and examination fee. They have to submit a Medical Certificate to prove their claim.

### **2.13) 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 393/2015/Admn Dated:10.03.2015)

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

The 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 dated 14.05.2004 ).

***The candidates possessing certificate with “Eligible for Higher Studies” issued by the Kerala State Literacy Mission Authority are also eligible for Humanities and Commerce programmes. (U.O No. 408/2019/Admn Dated: 11.01.2019).***

**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.**

**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-UI-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.
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.Politics	
10	B.A.Philosophy	
11	B.A.Sociology	
12	BSc. Mathematics	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 there to with Mathematics group only are eligible for admission to BSc Mathematics.

13	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 B.Com 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.
14	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)

#### **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, Urdu, Sanskrit
8	Additional language course II	:	”
9	Additional language course III	:	”
10	Additional language course VI	:	”
11	General Course I	:	Basic Numerical Skills(B.Com/BBA)
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. & B.Sc	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/B.Com/BBA(2017-18)**

Sl No	Name of the Programme	Complementary Courses	Semester Concerned
1	BA English	1. Social & Cultural History of Britain. 2. Modern World History from AD 1500 / Journalism / Political Science / Indian Constitution and Politics OR 1. Journalism 2. Political Science / Electronic Media / Modern Indian History (1857 to present )/Indian Constitution and Politics	I to IV
2	BA Malayalam	1. Kerala Padanam 2. Sanskrit / Journalism	I to IV
3	BA Hindi	Two Hindi complementary courses in each semester	I to IV
4	BA Arabic	Two Arabic Complementary Courses in each semester	I to IV
5	BA Sanskrit	Two Sanskrit complementary Courses in each semester	I to IV
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
7	BA History	1. Political Science / Indian Constitution and Politics. 2. Essentials of Economics	I to IV
8	BA Economics	1. Political Science / Indian Constitution and Politics 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	BSc Mathematics	1. Statistics 2. Mathematical Economics	I to IV
13	B.Com	One Complementary Course each in each semester	I to IV
14	BBA	One Complementary Course each in each semester	I to IV

#### 4.6. Open Courses :

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

*\*Details Syllabus is available in the website([www.sdeuoc.ac.in](http://www.sdeuoc.ac.in))*

### 5. Fee Structure for Under Graduate Programmes

- |  |   |         |
|--|---|---------|
| i) Admission Fee   | : | ₹1325/- |
| ii) Tuition Fee (1year/2Semsters)  |   |         |
| a)BA   | : | ₹1545/- |
| b)B.Com & BSc Mathematics  | : | ₹1765/- |
| c)BBA  | : | ₹3310/- |
| iii) Matriculation Fee (For those who are enrolling in the University of Calicut for the 1 <sup>st</sup> time) | : | ₹115/-  |

iv) Re-matriculation Fee( For those who have migrated from the University of Calicut to other Universities)	:	₹170/-
v) Recognition Fee (For those who have qualified from Boards/Universities of other States)	:	₹115/-
vi) Postage Charges / Spot Admission Fee	:	₹60/-

Tuition Fee for 1<sup>st</sup> year(2 Semesters) should be remitted along with the Application Fee at the time of registration itself. Tuition Fee for 2<sup>nd</sup> and 3<sup>rd</sup> years should be remitted after the completion of 2<sup>nd</sup> and 4<sup>th</sup> semester examinations respectively.

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](http://www.sdeuoc.ac.in)>Downloads>Application Forms) for fee concession with relevant documents at the time of admission. No fee concession for OBC students.

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

## **6. Documents to be submitted along with the application.**

1. Original chalan receipt for the required fee.
2. Original Transfer Certificate (TC) from the Institution last studied.
3. Original and self attested 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 filled in application form for fee concession (available in the website [www.sdeuoc.ac.in](http://www.sdeuoc.ac.in)>Downloads>Application Forms) along with

originals of Community Certificate, Income Certificate & Nativity Certificate and attested copies of SSLC, Plus Two and AADHAAR.

8. Those who do not avail the facility of spot admission should enclose a self addressed envelope (without stamp) of size 30cm x 25 cm.
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. Visually challenged candidates should submit a Medical Certificate.

#### **CONTACT DETAILS**

**Address for Correspondence** : The Director,  
School of Distance Education,  
University of Calicut  
Calicut University.P.O,  
Malappuram-673635

**Phone** : 0494 2400288, 2407356

**Website** : [www.sdeuoc.ac.in](http://www.sdeuoc.ac.in)

Sd/-

**DIRECTOR**