



UNIVERSITY OF CALICUT

SCHOOL OF DISTANCE EDUCATION

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

Calicut University.P.O.Malappuram, Kerala- 673635 Website: www.sdeuoc.ac.in

Phone: 04942407356, 2400288 Suvega: 049402660600 (for general enquiry)

Email: drsde@uoc.ac.in, dsde@uoc.ac.in

sdeenquirysection@uoc.ac.in (for general enquiry),

digitalwing@uoc.ac.in(for technical support only)

PROSPECTUS 2023- 24

ADMISSION TO UNDERGRADUATE PROGRAMMES

[BA/ B.Com/ B.B.A]

2023 Admission





UNIVERSITY OF CALICUT

SCHOOL OF DISTANCE EDUCATION

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

PROSPECTUS 2023-24

ADMISSION TO

UNDERGRADUATE PROGRAMMES

[BA / B.Com / B.B.A]

Calicut University.P.O, Malappuram, Kerala-673 635

Website : www.sdeuoc.ac.in

Phone : 0494 2407356, 2400288, Suvega : 0494 2660600 (for general enquiry)

Email: drsde@uoc.ac.in, dsde@uoc.ac.in

sdeenquirysection@uoc.ac.in (for general enquiry),

digitalwing@uoc.ac.in (**for technical support only**)

INDEX

Sl. No.	Contents	Page No.
1	Prologue	4
2	Governance of SDE	5
3	Programmes Offered	6
4	General Instructions to the candidates	7
5	List of Learner Support Centres	10
6	Admission Rules	11
7	Programme Structure	13
8	Fee Structure	28
9	Documents to be submitted with the application	30

PROLOGUE

The University of Calicut, established in 1968, is the largest university in the state of Kerala with 395 affiliated colleges and 34 teaching & research departments spread across several districts. Being ranked among the top educational institutions in the country, it focuses on global standards and delivery of excellence in academics to the deprived sections of the society in its jurisdiction.

Established as “ Institute of Correspondence and Continuing Education” under the University of Calicut in the year 1981, the School of Distance Education has now become the hope and enlightenment for the hundreds of thousands of aspirants across the country. It has competent team of teaching and non-teaching staff to be proud of, in addition to a well equipped library of its own. Around 50,000 students register for various under graduate and post graduate programmes under the School of Distance Education every year. It is committed to reach into the unreachable and fulfill the dreams of deprived sections of society in pursuit of academic excellence. The aspirations of the stakeholders are always treasured in this temple of learning.



**THE GOVERNANCE OF
THE SCHOOL OF DISTANCE EDUCATION, UNIVERSITY OF CALICUT**

Vice Chancellor

Prof.(Dr.) M.K. Jayaraj

Pro Vice-Chancellor

Prof. (Dr.) M. Nasser

Registrar

Prof.(Dr.) E .K. Satheesh

Controller of Examinations

Dr.Godwin Samraj D. P

Finance Officer

Sri. Abdul Rasheed N. A

Director , SDE

Prof.(Dr.) R. Sethunath

3. PROGRAMMES OFFERED

Sl. No.	Name of Programme
1	Bachelor of Arts in Afzal-Ul-Ulama
2	Bachelor of Arts in Political Science
3	Bachelor of Commerce (B.Com)
4	Bachelor of Business Administration (BBA)

4. GENERAL INSTRUCTIONS TO THE CANDIDATES

4.1) Students seeking admission shall apply online only. Online Registration facility for admission is provided through www.sdeuoc.ac.in>[OnlineRegistration](#) . The printout of the application along with all required documents should be sent to : **The Director, School of Distance Education, University of Calicut, Calicut University.P.O, Malappuram-673635.**

4.2) Procedure for submitting online application

- Login to the website of the School of Distance Education www.sdeuoc.ac.in.
- Go to Online Registration and select the appropriate link.
- If you are a new user, click the **SIGN UP** button where you will be asked to enter the following details
 - a) AADHAAR Number / PAN Number/ Voter ID Card Number
 - b) E-mail ID
 - c) Mobile Number (*Note : Please enter your own valid mobile number . This number will be used for all future correspondence and cannot be changed later.*)
- After successful completion of registration, go to your registration link and **SIGN IN** using your E-mail ID and Mobile Number .
- Select the Course (please note that the course once selected cannot be modified/changed later), and fill in your personal details. Personal details can be modified until you make the final submission. Address for communication should be entered carefully.
- Upload your passport size photograph in JPEG format (in specified size) and upload the documents in PDF format (in specified size) and click **SUBMIT** Button.
- 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**).
- After the successful submission, take a print out of the application. The photograph of the candidate in the print out of the application should be attested by a Gazetted Officer.

- 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 specified.

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.***

4.3) Additional Degree

There is provision for registering for Additional Degree Programmes. Additional Degree candidates should submit the self attested copy of the previous Degree / Provisional Certificate in addition to the other necessary documents. Additional Degree candidates will not be eligible for any mark relaxation and fee concession.

4.4) Identity Card

Student admitted to the School of Distance Education will be issued with an Identity Card showing the **Enrollment Number, Contact Class Centre** etc . This can be downloaded from the website (www.sdeuoc.ac.in>**online identity card**) . Identity Card is mandatory for entry to the School of Distance Education and to attend Contact Classes. If the original Identity Card is lost or damaged, a duplicate will be issued online on payment of prescribed fee for duplicate Identity Card . Students must quote their **Enrollment Number** in all their correspondence with SDE.

4.5) Contact Classes

The students of SDE will be offered contact classes online through various platforms/ and offline mode at various Learner Support Centres (Contact Class Centres). Offline classes will be conducted if the situation is conducive for conduct of such classes. The details regarding these centres are given in the table in Sl.No.5. Students can choose a Learner Support Centre (Contact Class Centre) at the time of Online Registration. The allotment of such 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 or the contact classes will be held in the Head Quarter of the School of

Distance Education. The time table of contact classes will be uploaded in the website 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 field concerned.

4.6) Study Materials

The study materials prepared by the teachers / experts in the subject will be issued to the students. The soft copies of the study materials will be made available in the website(www.sdeuoc.ac.in>Student Zone>Study Materials).

4.7) University Examinations

The examinations of the School of Distance Education will be conducted by the Examination Branch, University of Calicut. Students of the School of Distance Education should submit their applications for Examination online as per the notification issued by the Controller of Examinations, University of Calicut from time to time. The time table of examinations will be notified in News Papers and in the University website(www.uoc.ac.in) . The students who fail to remit their tuition fee on time will not be permitted to apply for examinations.

4.8) Centres of Examination

The students can select their preferred examination centre from the list of approved centres provided at the time of examination registration. Centre once selected cannot be changed. The final allotment of examination centre will depend on the number of students that can be accommodated to each centre.

4.9) Transfer Certificate

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

4.10) 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.

4.11) SDE Library :The SDE has a separate Library of its own with a good collection of books, periodicals, Newspapers, reference books etc. Students can make use of the library resources and the reference services on all working days producing their Identity card .

4.12) Students' Grievance Redressal Committee (SGRC): Exclusively for receiving the grievances of SDE students, a Students' Grievance Redressal Committee (SGRC) has been launched with a view to solve the problems faced by students. This ensures speedy and timely solutions to grievances. Students can register their grievances to the e-mail Id sdesgc@uoc.ac.in.

5. LIST OF LEARNER SUPPORT CENTRES

(CONTACT CLASS CENTRES)

Subject to the availability of sufficient Students

Sl. No.	Name of Centre	Programmes (UG)
1	W.M.O. Arts and Science College, Muttill, Wayanad	BA.Political Science, BA. Afzal-Ul-Ulama , B.Com.
2	Govt. Arts & Science College, Meenchanda, Kozhikkode	BA.Political Science, BA. Afzal-Ul-Ulama , B.Com
3	Farook College, Feroke, Kozhikkode	BA.Political Science, BA. Afzal-Ul-Ulama , B.Com
4	MAMO College , Mukkam, Kozhikkode	BA.Political Science, BA. Afzal-Ul-Ulama , B.Com
5	CKG Memorial Govt. College , Perambra, Kozhikkode	BA.Political Science, BA. Afzal-Ul-Ulama , B.Com
6	Govt.College, Madappally, Kozhikkode	BA.Political Science, BA. Afzal-Ul-Ulama , B.Com , BBA
7	Govt. College, Malappuram	BA.Political Science, BA. Afzal-Ul-Ulama , B.Com

8	MES KEVEEYEM College, Valanchery, Malappuram	BA.Political Science, BA. Afzal-Ul-Ulama , B.Com, BBA
9	MES College , Ponnani, Malappuram	BA.Political Science, BA. Afzal-Ul-Ulama , B.Com
10	Sree Kerala Varma College, Thrissur	BA.Political Science, BA. Afzal-Ul-Ulama
11	St.Thomas College, Thrissur	B.Com, BBA
12	PM Govt. College , Chalakkudy, Thrissur	BA.Political Science, BA. Afzal-Ul-Ulama , B.Com
13	Christ College, Irinjalakuda, Thrissur	BA.Political Science, BA. Afzal-Ul-Ulama , B.Com
14	MES Kalladi College, Mannarkkad, Palakkad	BA.Political Science, BA. Afzal-Ul-Ulama , B.Com
15	Govt.College, Chittur, Palakkad	BA.Political Science, BA. Afzal-Ul-Ulama , B.Com

6. ELIGIBILITY RULES FOR ADMISSION

6.1) General Rules

- 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 undergraduate programmes, unless otherwise specified.
- 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 undergraduate programme in the same academic year. (U.O. No. GA I /A2/ 5753/2000 dated 14.05.2004).
- The Afsal-Ul-Ulama preliminary course conducted by the University of Calicut is declared

equivalent to the Plus Two course in Humanities of Higher Secondary Board of Govt. of Kerala. . (GO (rt).no.2165/2014H.Edn Dated: 03.06.2014 & U.O No. 8883/2015/Admn dtd 18-08-2015).

- 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).

6.2) Eligibility Criteria

Sl.No	Programme	Eligibility
1	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 other examination recognized as equivalent thereto are eligible for admission.
2	B.A.Political Science	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.
3	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 recognised as equivalent thereto with at least one commerce subject are eligible for admissions 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% will be

		given to OBC/OEC candidates. The SC/ST candidates need get only a pass. (U.O. No.GAI/A2/1658/2007 dated 28.02.2008)
4	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 recognised as equivalent thereto, with not less than 45% is eligible for admissions. A concession of 5% will be given to OBC/OEC candidates. The SC/ST candidates need get only a pass. (U.O.No. 5339/2021/Admn Dated, 17.05.2021)

Additional Degree candidates are not eligible for any mark relaxation.

7. PROGRAMME STRUCTURE (CBCSS UG 2023-2024)

Courses:-The Under Graduate programme include five types of courses, viz; Common Courses (Code A), Core Courses (Code B), Complementary Courses (Code C), Open Course (Code D) and Audit Courses (Code E). **Detailed Syllabus and changes in the syllabus, if any, from time to time will be available in the website of the School of Distance Education.**

1.1 Common Courses:2022

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. (As per UO.No. 11288/2022/Admn. dated 07.06.2022)

A01. Common English Course 1	English Courses A01-A06 applicable to BA Political Science Regular pattern.
A02. Common English Course II	
A03. Common English Course III	English Courses A01, A04, A05 and A06 applicable to BA Afzal ul-ulama Regular pattern.
A04. Common English Course IV	English Courses A01-A04 applicable to Language

A05. Common English Course V A06. Common English Course VI	Reduced Pattern (LRP) Programmes B.Com, BBA.
A07. Additional Language Course I A08. Additional Language Course II A09. Additional Language Course III A10. Additional Language Course IV	Addl. Language Courses A07-A10 applicable to BA Regular Pattern. Addl. Language Courses A07-A08 applicable to Language Reduced Pattern (LRP) Programmes.
A11. General Course I A12. General Course II A13. General Course III A14. General Course IV	Applicable to Language Reduced Pattern (LRP) Programmes.

1	Common English Course I	:	Litmosphere: The World Of Literature
2	Common English Course II	:	Functional Grammar And Communication In English
3	Common English Course III	:	Readings From The Fringes
4	Common English Course IV	:	Readings On Kerala
5	Common English Course V	:	Readings On Indian Literatures
6	Common English Course VI	:	Songs And Stories Of Our World
7	Additional language Course I	:	Malayalam, Hindi, Arabic, Sanskrit, Urdu, Tamil.
8	Additional language Course II	:	"
9	Additional language Course III	:	"
10	Additional language Course VI	:	"
11	General Course I	:	Basic Numerical Methods (B.Com. / BBA)

12	General Course II	:	Professional Business Skills (B.Com./ BBA)
13	General Course III	:	Entrepreneurship Development (B.Com. / BBA)
14	General Course IV	:	Banking and Insurance (B.Com/BBA)

(Common Courses in English - revised as per the UO No. 12897/2021/Admn.,dated 23.10.2021)

1.2 Common Courses in various programmes

No	Programme	Semester I	Semester II	Semester III	Semester IV
1.	BA Afzal ul-ulama	A01	A04	A05	A06
2.	B. A. Political Science	A01,A02,A07	A03,A04,A08	A05,A09	A06,A10
3.	B. Com / B.B.A	A01,A02,A07	A03,A04,A08	A011,A012	A013,A14

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

Sl. No	Course	Specialization
1	B. Com	Finance/Co-operation
2	B B A	Finance/Marketing/Human Resource Management

1.4 Details of Complementary Courses for BA/B.Com/BBA

There are Type I and Type II Complementary Courses. There shall be only one Complementary Course in a semester for BA Programmes. Type I Complementary Courses are offered in Semester I and IV. Type II Complementary Courses are offered in II and III Semesters.

Sl. No.	Name of the Programme	Complementary Courses	Semester Concerned
1.	BA Afzal-ul-ulama	Type I .Functional Arabic Type II. Commercial and Media Writings in Arabic	I to IV

2.	BA Political Science	Type I. Modern Indian History (1857 to the present)/ Modern World History from AD 1500. Type II. Introductory Economics	I to IV
3.	B.Com	1.Managerial Economics 2.Marketing Management 3.Human Resource Management 4.Quantitative Technique for Business	I to IV
4.	BBA	1.Managerial Economics 2.Business Regulations 3.Corporate Regulation 4.Quantitative Techniques for Business	I to IV

1.5 Open Courses:

There shall be One Open Course in the V semester. The student can opt one open course from a pool of open courses offered by the University except his / her Core subject. List of open Courses is as follows.

1. ENG5 D03 Appreciating Literature
2. MAL5 D01 Chalachithra Padanam
3. HIN5 D01 Spoken Hindi
4. ARB5 D02 An Introduction to Arabic Literature
5. SKT5 D02 Scientific Literature in Sanskrit
6. AFU5 D03 Arabic for Beginners - for all candidates ***except those of BA Afzal Ul-ulama Programme.***
7. HIS5 D01 Historical Tourism
8. ECO5 D03 Kerala Economy
9. POL5 D02 Human Rights in India -for all candidates ***except those of BA Political Science Programme.***

10. SGY5 D01 Life Skill Development
11. PHL5 D02 Philosophy of Education
12. BCM5 D02 Basics of Entrepreneurship and Management - for all candidates *except those of BCom Programme.*
13. BBA5 D02 E-Commerce - for all candidates *except those of BBA and BCom. Programme.*

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

1.6 Audit Course

There shall be MCQ examinations for Audit Course at the end of I,II,III & IV Semesters.

The Audit Courses are:

1. AUD1 E01- Environment Studies.
2. AUD2 E02- Disaster Management
3. AUD3 E03- Human Rights
4. AUD4 E04- Gender Studies

1.7 Study Material and Contact Classes: Self Learning Material (SLM) and Contact Classes (CC) will be provided for the Courses as detailed below:

I- Semester

1. BA Afzal-Ul-Ulama

Code	Title	Course
ENG1 A01	Litmosphere: The World Of Literature	Common-Eng. (SLM and CC provided)
AFU1 A02	Studies in Arabic Grammar	Common course (SLM and CC provided)
AFU1 A07(1)	Language Skills in Arabic	Common-Addl. Lang. (SLM and CC provided)
AFU1 B01	Fiqh Literature	Core (SLM and CC provided)
AFU1(2) C01	Functional Arabic -1	Complementary-Type1 (SLM and CC provided)
AUD1 E01	Environment Studies	Audit Course

2. BA Political Science

Code	Title	Course
ENG1 A01	Litmosphere: The World Of Literature	Common-Eng. (SLM and CC provided)
ENG1 A02	Functional Grammar and Communication in English	Common-Eng. (SLM and CC provided)
MAL1A07(1)	Malayala Sahithayam-1	Common-Addl. Lang. (SLM and CC provided)
HIN1A0 7(1)	Prose and Drama	Common-Addl. Lang. (SLM and CC provided)
ARB1 A07(1)	Language Skills in Arabic	Common-Addl. Lang. (SLM and CC provided)
SKT1A0 7(1)	Samskrta Sahitya Samiksha-I (Kavya Literature and Applied Grammar)	Common-Addl. Lang (Sanskrit) (SLM and CC provided)
POL1 B01	Foundations of Political Science	Core (SLM and CC provided)
HIS1(2)C01	Modern Indian History (1857 to the present)	Complementary – Type-I (SLM and CC provided)
HIS 1(2) C01	Modern World History from AD 1500	Complementary - Type-I
AUD1E01	Environment Studies	Audits Course

*SDE will provide both Contact Classes and Study Materials for all Common Course, Core Course and only for Modern Indian History as Type- I Complementary Course

3. B.Com

Code	Title	Paper
ENG1 A01	Litmosphere: The World Of Literature	Common-Eng (SLM and CC provided)
ENG2 A02	Functional Grammar and Communication in English	Common-Eng (SLM and CC provided)
MAL1A07(2)	Malayala Sahithya Padanam-1	Common-Addl Lang. (SLM and CC provided)

HIN1A07(2)	Prose Forms in Hindi Literature	Common-Addl Lang. (SLM and CC provided)
ARB1A 07(2)	Communicative Arabic	Common-Addl Lang. (SLM and CC provided)
SKT1A07(2)	Samskratasahityadhyayanam-I (Prose, Subhasithas and Basic Grammar)	Common-Addl Lang.(Sanskrit) (SLM and CC provided)
BCM1B01	Business Management	Core(SLM and CC provided)
BCM1C01	Managerial Economics	Complementary (SLM and CC provided)
AUD1E01	Environment Studies	Audit Course

4. BBA

Code	Title	Paper
ENG1A01	Litmosphere: The World Of Literature	Common-Eng (SLM and CC provided)
ENG1A02	Functional Grammar and Communication in English	Common-Eng (SLM and CC provided)
MAL1A07(2)	Malayala Sahithya Padanam-1	Common-Addl Lang. (SLM and CC provided)
HIN1A07(2)	Prose Forms in Hindi Literature	Common-Addl Lang. (SLM and CC provided)
ARB1A0 7(2)	Communicative Arabic	Common-Addl Lang. (SLM and CC provided)
SKT1A07(2)	Samskratasahityadhyayanam-I (Prose, Subhasithas and Basic Grammar)	Common-Addl Lang.(Sanskrit) (SLM and CC provided)
BBA1 B01	Management Theory and Practices	Core (SLM and CC provided)
BBA1 C01	Managerial Economics	Complementary (SLM and CC provided)
AUD1 E01	Environment Studies	Audit Course

II- Semester

1. BA Afzal-Ul-Ulama

Code	Title	Course
ENG2 A04	Readings on Kerala	Common – Eng.(SLM and CC provided)

AFU2 A03	History of Arabs	Common Course(SLM and CC provided)
ARB2 A08(1)	Appreciating Arabic Literature	Common – Addl. Lang. Arabic(SLM and CC provided)
AFU2 B02	Applied Grammar	Core(SLM and CC provided)
AFU2 C02	Commercial and Media Writings in Arabic - Part I	Complementary (Type – II)(SLM and CC provided)
AUD2 E02	Disaster Management	Audit Course

2.BA Political Science

Code	Title	Course
ENG2 A03	Readings from the Fringes	Common – Eng.(SLM and CC provided)
ENG2 A04	Readings on Kerala	Common – Eng.(SLM and CC provided)
MAL2 A08(1)	MalayalaSahithiyam - 2	Common – Addl. Lang. Malayalam(SLM and CC provided)
HIN2 A08(1)	Grammar and Translation	Common – Addl. Lang. Hindi(SLM and CC provided)
ARB2 A08(1)	Appreciating Arabic Literature	Common – Addl. Lang. Arabic(SLM and CC provided)
SKT2 A08(1)	Sanskrtasahityasamiksha-II (Prose and Applied Grammar)	Common – Addl. Lang. Sanskrit(SLM and CC provided)
POL2 B02	Concepts of Political Science	Core(SLM and CC provided)
ECO1(2) C02	Introductory Economics-I	Complementary (Type – II)(SLM and CC provided)
AUD2 E02	Disaster Management	Audit Course

3.B.Com

Code	Title	Course
ENG2 A03	Readings from the Fringes	Common – Eng.(SLM and CC provided)

ENG2 A04	Readings on Kerala	Common – Eng.(SLM and CC provided)
MAL2 A08(2)	Malayala Sahithiya Padanam -2	Common – Addl. Lang. Malayalam(SLM and CC provided)
HIN2 A08(2)	Poetry, Correspondence & Translation	Common – Addl. Lang. Hindi(SLM and CC provided)
ARB2 A08(2)	Reading Arabic Prose and Poetry	Common – Addl. Lang. Arabic(SLM and CC provided)
SKT2 A08(2)	Sanskrtasahityadhyayanam-II (Ancient State Craft and Translation)	Common – Addl. Lang. Sanskrit(SLM and CC provided)
BCM2 B02	Financial Accounting	Core(SLM and CC provided)
BCM2 C02	Marketing Management	Complementary (SLM and CC provided)
AUD2 E02	Disaster Management	Audit Course

4.BBA

Code	Title	Course
ENG2A03	Readings from the Fringes	Common – Eng.(SLM and CC provided)
ENG2 A04	Readings on Kerala	Common – Eng.(SLM and CC provided)
MAL2 A08(2)	Malayala Sahithiyam Padanam -2	Common – Addl. Lang. Malayalam (SLM and CC provided)
HIN2 A08(2)	Poetry, Correspondence & Translation	Common – Addl. Lang. Hindi (SLM and CC provided)
ARB2 A08(2)	Reading Arabic Prose and Poetry	Common – Addl. Lang. Arabic (SLM and CC provided)
SKT2 A08(2)	Sanskrtasahityadhyayanam-II (Ancient State Craft and Translation)	Common – Addl. Lang. Sanskrit (SLM and CC provided)
BBA2 B02	Financial Accounting	Core (SLM and CC provided)
BBA2 B03	Marketing Management	Core (SLM and CC provided)
AUD2 E02	Disaster Management	Audit Course

III - SEMESTER**1. BA Afzal Ul-Ulama**

Code	Title	Course
ENG3 A05	Readings on Indian Literatures	Common – English (SLM and CC provided)
ARB3 A09	Reading Arabic Prose and Poetry	Common-Addl. Lang. Arabic (SLM and CC provided)
AFU3 B03	Elements of Arabic Language	Core (SLM and CC provided)
AFU3 B04	History of Classical Literature	Core (SLM and CC provided)
AFU4(3) C02	Commercial and Media Writings in Arabic Course II	Complementary (SLM and CC provided)
AUD3 E03	Human Rights	Audit Course

2. BA Political Science

Code	Title	Course
ENG3 A05	Readings on Indian Literatures	Common – English (SLM and CC provided)
MAL3 A09	Malayala Sahityam 3	Common – Addl. Lang. Malayalam (SLM and CC provided)
ARB3 A09	Reading Arabic Prose & Poetry	Common - Addl. Lang. Arabic (SLM and CC provided)
HIN3 A09	Poetry in Hindi	Common – Addl. Lang. Hindi (SLM and CC provided)
SKT3 A09	Sanskrtasahitya samiksha-III (Drama and Alankara)	Common – Addl. Lang. Sanskrit (SLM and CC provided)
POL3 B01	Indian Government and Politics	Core (SLM and CC provided)
POL3 B02	World Constitutions: Comparative Analysis	Core (SLM and CC provided)
ECO4(3) C01	Introductory Economics - II	Complementary (SLM and CC provided)
AUD3 E03	Human Rights	Audit Course

3.B Com.

Code	Title	Course
BCM3 A11	Basic Numerical Methods	Common (SLM and CC provided)

BCM3 A12	Professional Business Skills	Common (SLM and CC provided)
BCM3 B03	Business Regulation	Core (SLM and CC provided)
BCM3 B04	Corporate Accounting	Core (SLM and CC provided)
BCM3 C03	Human Resources Management	Complementary (SLM and CC provided)
AUD3 E03	Human Rights	Audit Course

4.BBA

Code	Title	Course
BBA3 A11	Basic Numerical Methods	Common (SLM and CC provided)
BBA3 A12	Professional Business Skills	Common (SLM and CC provided)
BBA3 B04	Corporate Accounting	Core (SLM and CC provided)
BBA3 B05	Financial Management	Core (SLM and CC provided)
BBA3 C02	Business Regulations	Complementary (SLM and CC provided)
AUD3 E03	Human Rights	Audit Course

IV -Semester**1.BA Afzal-Ul-Ulama**

Code	Title	Course
ENG4 A06	Songs and Stories of our World	Common–English (SLM and CC provided)
ARB4 A10	Arabic Literature & Culture	Common–Addl.Lang.Arabic (SLM and CC provided)
AFU4 B05	Classical Literature Part-1	Core (SLM and CC provided)
AFU4 B06	History of Islamic & Umayyad Literature	Core (SLM and CC provided)
AFU4(3) C01	Functional Arabic-II	Type-I Complementary (SLM and CC provided)
AUD4 E04	Gender Studies	Audit Course

2.BA Political Science

Code	Title	Course
ENG4 A06	Songs and Stories of our World	Common–English (SLM and CC provided)
MAL4 A10	Malayala Sahityam - 4	Common –Addl. Lang. Malayalam (SLM and CC provided)
ARB4 A10	Arabic Literature & Culture	Common–Addl.Lang.Arabic (SLM and CC provided)
HIN4 A10	Novel and Short Stories	Common–Addl.Lang.Hindi (SLM and CC provided)
SKT4 A10	Sanskrtasahityasamiksha-IV (History of Sanskrit Literature, Kerala Culture and Translation)	Common–Addl.Lang.Sanskrit (SLM and CC provided)
POL4 B01	Ancient & Medieval Political Thought	Core (SLM and CC provided)
POL4 B02	Issues in Indian Politics	Core (SLM and CC provided)
HIS4(3) C01	Modern Indian History (1857to the present):II	Type -I Complementary(SLM and CC provided)
HIS4(3) C02	Modern World History from AD 1500:II	Type -I Complementary
AUD4 E04	Gender Studies	Audit Course

SDE will provide Contact Classes and Study Materials for all Common Courses, Core Courses and only for Modern Indian History as Type I Complementary.

3.BCom

Code	Title	Course
BCM4 A13/BBA4 A13	Entrepreneurship Development	Common (SLM and CC provided)
BCM4 A14/ BBA4 A14	Banking & Insurance	Common (SLM and CC provided)
BCM4 B05	Cost Accounting	Core (SLM and CC provided)

BCM4 B06	Corporate Regulations	Core (SLM and CC provided)
BCM4 C04	Quantitative Techniques for Business	Complementary (SLM and CC provided)
AUD4 E04	Gender Studies	Audit Course

4.BBA

Code	Title	Course
BCM4 A13/ BBA4 A13	Entrepreneurship Development	Common (SLM and CC provided)
BCM4 A14/ BBA4 A14	Banking & Insurance	Common (SLM and CC provided)
BBA4 B06	Cost and Management Accounting	Core (SLM and CC provided)
BBA4 C03	Corporate Regulation	Complementary (SLM and CC provided)
BBA4 C04	Quantitative Techniques for Business	Complementary (SLM and CC provided)
AUD4 E04	Gender studies	Audit Course

V Semester

1. BA Afzal -UI-Ulama

Code	Title	Course
AFU5 B07	Hadeeth Literature	Core (SLM and CC provided)
AFU5 B08	Rhetorics and Prosody	Core (SLM and CC provided)
AFU5 B09	History of Medieval Literature	Core (SLM and CC provided)
AFU5 B10	Classical Literature Part-II	Core (SLM and CC provided)
	Open Course	

2.BA Political Science

Code	Title	Course
POL5 B01	Research Methodology	Core (SLM and CC provided)
POL5 B02	Modern Western Political Thought	Core (SLM and CC provided)
POL5 B03	State, Society & Political Process in Kerala	Core (SLM and CC provided)
POL5 B04	Introduction to International Politics	Core (SLM and CC provided)
	Open Course	

3.BCom

Code	Title	Course
BCM5 B07	Accounting for Management	Core (SLM and CC provided)
BCM5 B08	Business Research Methods	Core (SLM and CC provided)
BCM5 B09	Income Tax Law and Accounts	Core (SLM and CC provided)
BCM5 B10	Financial Markets & Services / Co-operative theory & Practices	Specialisation (SLM and CC provided)
BCM5 B11	Financial Management / Legal Environments for Co-operatives	Specialisation (SLM and CC provided)
	Open Course	

4. BBA

Code	Title	Course
BBA5 B07	Human Resources Management	Core (SLM and CC provided)
BBA5 B08	Business Research Methods	Core (SLM and CC provided)
BBA5 B09	Operations Management	Core (SLM and CC provided)
BBA5 B10	Income Tax (Finance) / Consumer Behaviour (Marketing)	Specialisation (Elective) (SLM and CC provided)
	Human Resource Planning and Development (HRM)	Specialisation (Elective)
BBA5 B11	Financial Market & Institutions / Product & Brand Management	Specialisation (Elective) (SLM and CC provided)
	Industrial Relations (HRM)	Specialisation (Elective)
	Open Course	

SDE provides Contact Classes and study materials for all Core Courses and only for the specialisations in Finance and Marketing.

VI Semester**1. BA Afzal- Ul-Ulama**

Code	Title	Course
AFU6 B11	Modern Prose	Core (SLM and CC provided)
AFU6 B12	Medieval & Modern Poetry	Core (SLM and CC provided)
AFU6 B13	History of Modern Arabic Literature	Core (SLM and CC provided)
AFU6 B14	Novel & Short Story	Core (SLM and CC provided)
AFU6 B15	Literary Criticism OR	Core
AFU6 B16	Indian Writings in Arabic	Core (SLM and CC provided)
AFU6 B18	Research Methodology	Core -Theory paper in lieu of project (SLM and CC provided)

SDE provides Contact Classes and study materials for all Core Courses except for Literary Criticism.

2. BA Political Science

Code	Title	Course
POL6 B01	Modern Indian Political Thought	Core (SLM and CC provided)
POL6 B02	India's Foreign Policy	Core (SLM and CC provided)
POL6 B03	Issues in International Politics	Core (SLM and CC provided)
POL6 B04	Introduction to Public Administration	Core (SLM and CC provided)
POL6 B05	Human Rights	Elective
POL6 B06	Development Administration	Elective (SLM and CC provided)
POL6 B07	International Organisation and Administration	Elective
POL6 B08	Research Methodology (Methodology of Studying Local Self Governance)	Core- Theory paper in lieu of project (SLM and CC provided)

SDE provides Contact Classes and study materials for all Core Courses and only for the elective- Development Administration

3. B.Com

Code	Title	Course
BCM6 B12	Income Tax and GST	Core (SLM and CC provided)
BCM6 B13	Auditing and Corporate Governance	Core (SLM and CC provided)
BCM6 B14	Fundamentals of Investments / International Co-operative Movement	Specialisation (SLM and CC provided)
BCM6 B15	Financial Derivatives/ Co-operative Managements & Administration	Specialisation (SLM and CC provided)
BCM6 B16	Research Methodology	Theory paper in lieu of project (SLM and CC provided)

4. BBA

Code	Title	Course
BBA6 B12	Organisational Behaviour	Core (SLM and CC provided)
BBA6 B13	Management Science	Core (SLM and CC provided)
BBA6 B14	Project Management	Core (SLM and CC provided)
BBA6 B15	Financial Services (Finance)/ Advertising & Sales Promotion (Marketing)	Specialisation (SLM and CC provided)
	Performance Management (HRM)	Specialisation
BBA6 B16	Investment Management (Finance)/ Supply Chain & Logistics Management (Marketing)	Specialisation (SLM and CC provided)
	Management Training and Development (HRM)	Specialisation
BBA6 B17	Research Methodology	Theory paper in lieu of project (SLM and CC provided)

SDE provides Contact Classes and study materials for all Core Courses and only for the specialisations in Finance and Marketing.

8. FEE STRUCTURE FOR UNDER GRADUATE PROGRAMMES

i)	Admission Fee	₹1395/-
ii)	Tuition Fee (1year/2Semsters)	
	a) BA	₹1625/-
	b) B.Com	₹1855/-
	c) BBA	₹3480/-
iii)	Matriculation Fee (For those who are enrolling in the University of Calicut for the 1 st time)	₹125/-
iv)	Re-matriculation Fee(For those who have migrated from the University of Calicut to other Universities)	₹180/-
v)	Recognition Fee (For those who have qualified from Boards/Universities of other States)	₹125/-
vi)	Postage Charges	₹65/-

Tuition Fee for 1st year(2 Semesters) should be remitted along with the other fees at the time of registration itself. Tuition Fee for 2nd and 3rd years should be remitted at the commencement of 3rd and 5th semesters respectively.

8.1) Fee Concession

(a) Students belonging to SC/ST/OEC category are exempted from remitting the Tuition Fee only if (1) they are not employed in Govt/Quasi Govt/Public sector services (2) not seeking admission for additional degree (3) fee concession not availed previously at Graduate Level either through the University or through Block Panchayath concerned. 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>Application forms) along with the self attested copies of SSLC Certificate, +2 Certificate, AADHAAR and certificates to prove Caste / Community, Nativity and Income issued by competent authorities **at the time of admission**. In addition to the above, a certificate issued from the office of the SC Development Department concerned must be produced stating that no other fee concession is being availed by the candidate.

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

(c) OBC Students and additional degree candidates are not eligible for fee concession.

8.2) Fee Refund

Fee refund is allowed subject to the conditions as follows (U.O No. 16358/2022/admn dated 26.08.2022)

Sl.No	Percentage of Refund of fees	Point of time when notice of withdrawal of admission is received in the HEI
1	100%	15 days or more before the formally -notified last date of admission *
2	90%	Less than 15 days before the formally -notified last date of admission
3	80%	15 days or less after the formally-notified last date of admission
4	50%	30 days or less , but more than 15 days , after formally-notified last date of

		admission
5	00%	More than 30 days after formally-notified last date of admission.

* In case of (1) in the table above , an amount not more than 5% of the fees paid by the student , subject to a maximum of Rs.5,000/- as processing charges shall be deducted from the refundable amount.

9. DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION

- Original Transfer Certificate (TC) from the Institution last studied.
- Original and self attested copies of Qualifying Certificate and Mark lists.(+2 or equivalent).
- Self attested copy of SSLC/Equivalent for proof of Age and Date Of Birth.
- Self attested copy of AADHAAR/ PAN Card/ Voter ID card (which is provided at the time of sign up)
- Self addressed (strictly as mentioned in the Column for communication address in the application) envelope of Size 30 cm. x 25 cm (without stamp).
- Those who are eligible for mark relaxation on the basis of caste should submit necessary certificates to prove caste / community.
- SC/ST/OEC candidates, to avail the fee concession, should submit the filled in application form for fee concession (*Form I for SC & ST and Form III for OEC candidates/ available in the website : www.sdeuoc.ac.in>Downloads>Application Forms*) along with the self attested copies of SSLC Certificate, +2 Certificate, AADHAAR and certificates to prove Caste / Community, Nativity and Income issued by competent authorities **at the time of admission**. In addition to the above, a certificate issued from the office of the SC Development Department concerned must be produced stating that no other fee concession is being availed by the candidate.
- Those who have already registered for any degree examination and discontinued / cancelled the programme must produce a Cancellation Memo from the University concerned.
- Additional Degree candidates should submit self attested copy of Degree Certificate/Provisional Certificate of their previous Degree.
- Those who have completed Plus Two through National Institute of Open Schooling (NIOS) should submit a Recognition Certificate issued from the University of Calicut.

- Those who passed the Higher Secondary/Equivalent Examination from the Boards other than the State boards in India should submit Equivalence Certificate from the Department of Higher Secondary Education, Govt. of Kerala.
- Visually challenged candidates should submit attested copy of Medical Certificate to prove their claim.
- Anti-dowry declaration duly filled up and signed by student/parent (format available in the Annexure- I).

The Printout of the application form, duly signed and in which photograph of the candidate attested by Gazetted Officer, along with 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 specified.

CONTACT DETAILS

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

Phone : 0494 2400288, 2407356
Suvega : 0494 2660600 (for general enquiry)

Website : www.sdeuoc.ac.in

Email (General) : sdeenquirysection@uoc.ac.in, drsde@uoc.ac.in,

Email (Registration issues) : dsde@uoc.ac.in,
digitalwing@uoc.ac.in (for technical support only)
sdecomplaint@uoc.ac.in (for login issues only)

Sd/-

DIRECTOR