

UNIVERSITY OF KERALA

No. EH/2017

Thiruvananthapuram

Date : 28-09-2017

NOTIFICATION

PRIVATE REGISTRATION TO DEGREE (ANNUAL SCHEME) PROGRAMMES 2018-2020

Applications are invited for registration as Private Candidates for B.A./B.Com. (Additional Elective-Co-operation)/BBA/BA Afzal-ul-Ulama Degree (Annual) Examinations to be held during 2018-2020. Candidates seeking admission to BA/BBA/BA Afzal-ul-Ulama/BA Hindi Part I & II (whole registration) shall register through online before the closure of registration . Candidates seeking admission to BA/B.Com/BBA/BA Afzal-ul-Ulama II & III year re-registration, BA optional change, Additional Degree, Additional language change, B.Com (Additional Elective-Co-operation) etc shall submit application offline, along with fee receipts and documents before closure of registration.

I ELIGIBILITY CONDITIONS

- (i) BA Degree Examinations:
A pass in Higher Secondary Examination/Vocational Higher Secondary Examination of the Government of Kerala/Pre-degree Examination of this University or an examination recognized by this University as equivalent thereto.
- (ii) BA Afzal-ul-Ulama Degree Examinations
A pass in Plus Two/Pre-degree/Afzal-ul-Ulama preliminary or a course recognized as equivalent thereto with a minimum pass.
- (iii) BBA (Bachelor of Business Administration)
A pass in Higher Secondary/Technical Higher Secondary/Vocational Higher Secondary Examinations of the Kerala State Government with any subject combination or any other examination declared by the University of Kerala as equivalent thereto.
- (iv) B.Com (Additional Elective-Co-operation)
A pass in B.Com from University of Kerala with any elective other than Co-operation.

II OTHER INFORMATION

- a. Candidates should choose only those combinations of subjects, involving no practicals.
- b. Candidates who have passed the Sahityacharya Examination conducted by the Kerala Hindi Prachar Sabha and Pre-degree Examination University of Kerala or any other examination recognized as equivalent, thereto, by the University can register as private candidates for B.A Hindi - Part I and Part II in two sittings. Such candidates should have completed 5 years after passing SSLC and 3 years after passing the Pre-degree examination or an examination recognized as equivalent by the University, prior to the II Year B.A Part I and Part II Examinations. These candidates can choose any language for Part II as listed in VI E (I).

- c. Regular/Private Registered candidates under annual scheme who have registered/appeared for First/Second Year Examination of B.A/B.Com. and have discontinued shall be permitted to register for II & III Year/III Year only respectively.
- d. Candidates who have passed the B.A/B.Sc. Degree Examinations of University of Kerala under annual scheme can register for Additional Degree to B.A. with a different set of optional subjects. The minimum duration of the course is not less than two academic years and they shall take the examination for all the papers in one sitting at the end of the II year. They are exempted from appearing for Part I & II which they have already passed.
- e. Candidates who have passed Part I & II of B.A. /B.Sc. Examinations under annual scheme but failed in Part III shall be permitted to register for optional change to B.A. with a different set of optional subjects. B.A. students should have registered/appeared for Final Year Examination. Optional change be permitted after cancellation of Part III of BA /B.Sc Examination (U.O No. Ac AII/1/2012 dated 05-09-2012). Candidates of optional change are permitted to choose their subsidiary subjects already taken by them as optional subjects (U.O No. ACAII/2/2013 dated 30-12-2013).
- f. Candidates who are not matriculates of this University should apply for matriculation in the prescribed form remitting the fee.
- g. Candidates who have passed an examination other than the Pre-degree Examination of University of Kerala should apply for Recognition in the prescribed form with fee. They should also forward the Migration Certificate from the University/Board from where they have passed the qualifying examination. Candidates from Calicut University need not apply for recognition. Candidates who have passed the H.S.E/V.H.S.E of Govt. of Kerala from 2003 onwards and AISSCE/ISC (twelve years) examination from 2005 onwards and SAY candidates need not submit individual Eligibility Certificate for Recognition of their qualifying examination. They should remit Rs. 200/- towards fee for Eligibility Certificate and submit the pay-in-slip along with the application for Eligibility Certificate. Sahithyacharya passed candidates applying for B.A. Hindi - Part I and Part II should submit the individual Eligibility Certificate.

Those who have passed the compartmental examination of ISC/AISSCE and seek admission to a Degree Course in this University need not submit individual Eligibility Certificates.

Candidates who have passed the Pre-degree examination from University of Kerala need to submit only the Pass Certificate of Pre-degree and T.C along with the application for Private Registration and required fee. **If the T.C is from any other Institution application fee for matriculation should be submitted.**

- h. Candidates with higher degrees of this University can register to a lower degree examination provided they have basic qualification and satisfy the rules regarding Optional change. The minimum duration of the course is not less than two academic years and they shall take the examination for all the papers in one sitting at the end of the Second Year. They are exempted from appearing for Part I and II which they have already passed.

- i. Those who register for B.Com. (Additional Elective) Degree Course can only opt “Co-operation” as additional elective.
- j. Deaf and dumb candidates who register for B.A Degree Course are exempted from appearing for Part II - Additional Language. Such candidates should apply for the eligible concession with the original Medical Certificate obtained from a Medical Practitioner with the latest photograph certified by the doctor.
- k. Sahithyacharya passed candidates who apply for Private Registration to B.A. Hindi Part I and Part II should submit Sahithyacharya Certificate and Marklist, Eligibility Certificate, T.C., Migration Certificate and Pre-degree/H.S.E. or Equivalent Certificate.
- l. BA Degree holders in Hindi of University of Kerala with Sahithyacharya are permitted to take Additional Degree, provided they have passed 10+2 (HS) and have successfully completed Part I and Part II of BA/B.Sc Degree Course (ACAI/3/12847/2015 dated 30/06/2015).
- m. BA Degree holders in Hindi of University of Kerala with Sahithyacharya after passing Part I alone and who seeks Additional Degree are granted registration to Part II only for one year.
- n. Candidates seeking Private Registration should also apply for registration to the concerned examination immediately on issue of notification of the said examination. Candidate should appropriately register for I , II & III year examination on notification of each examination. **If the candidate fails to register for the examination by remitting the examination fee during the relevant years, the Private Registration granted stands discontinued. The candidate should register afresh after cancelling the discontinued portion of Private Registration.**
- o. Degree holders with Sanskrit as subsidiaries are eligible for additional degree in B.A. Sanskrit (General and Sanskrit Special - Vedanta/Nyaya/Vyakarana/Jyothisha/Sahitya).
- p. A candidate who has passed B.Com Degree Examination or who had been presented for I, II or III year B.Com Degree Examination under annual scheme or I to VI Semester of First Degree Programme under CBCS System will be permitted to join BA Degree Course through Private Registration provided he had the requisite qualifications. The minimum duration of the course is not less than three years and they shall take the I year examination at the end of I year, II year examination at the end of II year and III year examination at the end of III year.
- q. Candidates who discontinue their studies of the First Degree Programme under CBCS system are eligible for admission to the same subject afresh under Annual Scheme through SDE/Private Registration by cancelling the Courses and Examinations taken by the candidates in First Degree Programme under CBCS system.
- r. BA (Restructured) Degree holders are permitted to take Additional Degree in BA Arabic by undergoing a course of three years duration through Private Registration (AC AII /3/2012 dated 04-09-2012)

- s. Candidate who have passed or not completed Afzal-ul-Ulama (Preliminary Examination & Degree Examination) from University of Calicut and from SDE, University of Kerala will be granted permission for Private Registration to BA Arabic of University of Kerala after cancelling BA Afzal-ul-Ulama (AC AII/3/27306/2014 dated 20-06-2014)
- t. Candidates who have passed Afzal-ul-Ulama (Preliminary Examination) qualification granted by University of Calicut reckoning Part I English of HSE in lieu of Part II English of Afzal-ul-Ulama (Preliminary) will not be granted permission for Private Registration to BA Arabic of University of Kerala.
- u. Candidates who have passed Afzal-ul-Ulama Preliminary Examination of the University of Calicut seeking admission to BA Degree in Arabic Language & Literature of University of Kerala through Private Registration need only to remit ₹ 200/- towards Eligibility Certificate along with application for Private Registration as in the case of students who have passed HSE/VHSE (Kerala) CBSE/ICSE/ISC Examinations.
- v. Rashtra Bhasha Praveen title awarded by DBHPS, Madras is recognized as equivalent to BA Degree in Hindi of University of Kerala, provided the title holders has passed Part I and II of BA/B.Sc Degree of University of Kerala (U.O No. Ac. C/2015 dated 11-02-2015).
- w. The following undergraduate courses has been reintroduced through Private Registration from the academic year 2017-2018. (vide U.O. No. Ac .AII/1/2017 dated 08-09-2017)
- (i) BA (Hindi, Tamil, Arabic, Sanskrit (General & Special), Music, Philosophy, Islamic History, Afzal-ul-Ulama, Malayalam, Economics, History, Political Science, English).**
- (ii) BBA**
- (iii) B.Com (Additional Elective - Co-operation)**
- x. The maximum duration for completing an Annual Programme is restricted to Y + 2 years where 'Y' stands for the normal or minimum duration prescribed for completion of the programme. (U.O No. Ac. AIV /1/Uniform Span Period/2016 dated 15.07.2016).

III A. PRESCRIBED FEE *

SL. No.	Name of Examination	Registration Fee (in ₹)	Affiliation Fee (in ₹)	Online Registration Fee (in ₹)	Cost of Downloaded Application (in ₹)	Matriculation Fee (in ₹)	Eligibility Fee (in ₹)	Recognition Fee (in ₹)
1.	BA/BA (Afzal-ul-Ulama) (whole Registration)	550/-	300/-	250/-	100/-	100/-	200/-	300/-
2.	BA Hindi Part I & II	400/-	300/-	250/-	80/-	100/-	200/-	300/-
3.	BA /B.Com II & III Year	400/-	300/-	NA	40/-	NA	NA	NA
4.	BA /B.Com III Year	200/-	300/-	NA	40/-	NA	NA	NA
5.	BA Optional change/Additional Language change	600/-	300/-	NA	40/-	NA	NA	NA
6.	BA Additional Degree	250/-	300/-	NA	40/-	NA	NA	NA
7.	BBA (whole Reg.)	1500/-	300/-	250/-	100/-	100/-	200/-	300/-
8.	B.Com (Additional Elective)	250/-	300/-	NA	40/-	NA	NA	NA

* Fee revised vide U.O No. Ac.A.II/1/2016 dated 13-12-2016.

B.

- (1) **Online Registration candidates** (BA/BBA/BA Afzal-ul-Ulama/BA Hindi Part I & II - whole registration) can remit private registration fee either at University Cash Counter or at any branch of “Friends/ Janasevana Kendrams” or by SBI chalan slip. The SBI chalan slip can be downloaded from the website. The Registration fee can be remitted in any branch of SBI using the downloaded chalan vide SBI A/c No. 67334622743. No other fee can be remitted through this account. No DD is accepted.
- (2) **Offline Registration candidates** (applicable only to BA/B.Com/BBA/BA Afzal-ul-Ulama II & III year reregistration, B.Com (Additional Elective-Co-operation), BA optional change, Additional Degree, Additional language change etc) can remit private registration fee either at University Cash Counter or at any branch of “Friends/ Janasevana Kendrams” or by Demand Draft at the SBI or the District Co-Operative Bank drawn in favour of The Finance Officer, University of Kerala, payable at Thiruvananthapuram. (In the case of DDs, add ₹10/- as service charge. In the case of downloaded application add ₹20/- each additionally).

- C. Candidate's name and purpose of remittance should be written on the reverse of the Demand Draft. Applicable only to **offline registration**.
- D. Separate fee receipts should be forwarded for registration, matriculation, recognition, eligibility & cancellation.
- E. The address furnished in the DD/Chalan should be the permanent home address of the candidate and should be identical with that shown in the application and envelope for returning the Private Registration Memo & Certificates.
- F. The chalan remitted by the candidate with the address of unaffiliated Private Colleges will not be accepted.
- G. In the case of bulk remittances separate ledger sheets should be prepared for each purpose and such remittance should be completed at least 3 days prior to the last date notified by the University. Bulk remittance with more than hundred challans will be accepted only in the forenoon session on working days.
- H. **The address furnished in Private Registration Application should positively be the permanent address of the candidate & not that of the Private Institutions.**
- I. The Private Registration Application should be duly filled leaving no column blank.

IV LAST DATE FOR SUBMISSION OF APPLICATIONS

Name of Examination	Without fine	With fine of ₹150/-	With Super fine of ₹ 750/-	With Penalty of ₹ 1500/-
B.A./BA Afzal-ul-Ulama/ B.Com.(Additional Elective- Co-operation)/ BA/B.Com II & III Year (offline) & III year only (offline)	04.11.2017	20.11.2017	30.11.2017	05.12.2017

Name of Examination	Without fine	With fine of ₹1000/-	With Super fine of ₹ 2000/-
BBA	04.11.2017	20.11.2017	30.11.2017

V GENERAL INFORMATION

- a (i) Those candidates who register offline, Application for Registration, Matriculation, Recognition, Eligibility Certificate etc. can be obtained either from the Forms Section at the University Office, Thiruvananthapuram - 34 or from the District/Taluk Information Centres of the University of Kerala. If the application form is to be sent by Post, the request form should be accompanied by a self addressed stamped envelope and the cost of application form paid by way of University of Kerala pay-in-slip or Demand Draft drawn in favour of 'The Finance Officer, University of Kerala' from SBI/DCB Branches. The request should be addressed to the Section Officer, Forms Section, University of Kerala, Thiruvananthapuram – 695034.

Applications can also be downloaded from the University Website.

Cost of Application form for Private Registration	₹ 40/-
Amount to be paid along with downloaded application	₹ 20/- to be added additionally to fee for each application.
Cost of Application form for Recognition /Matriculation/Eligibility Certificate	₹ 20/- (each)

- (ii) **Online Registration candidates** (BA/BBA/BA Afzal-ul-Ulama/BA Hindi Part I & II whole registration) shall register through online & shall submit print out of completed application, downloaded form of Matriculation, Eligibility and Recognition form duly filled in along with fee receipts/chalan slip (remitted separately), with necessary documents. An amount of ₹ 250/- for online registration and ₹. 100/- towards cost of downloaded application, in addition to normal fee are to be remitted by the candidate.
- b. Special care should be taken by the candidates to forward all the required documents included in the list of enclosures with the Private Registration application, fastened firmly with all the enclosures.
- c. A self addressed (Home address only) stamped envelope (size 35 cm x 25 cm) worth ₹ 42/- should be forwarded with the application.
- d. Applications with all documents should reach the University Office on or before the last date notified. **Fee remitted before the last date prescribed, will not be considered as a claim for acceptance of the application.**
- e. All defective/incomplete applications will be summarily rejected.
- f. Defective applications should be resubmitted rectifying defects within fifteen days from the date of the memo with a fine of ₹ 100/-, failing which a fine of ₹ 500/- is to be remitted. If the rectified defective applications are returned after one year but within the course duration, a fine of ₹ 600/- and after the completion of the course a fine of ₹ 700/- per year has to be remitted. For BBA, if the rectified defective applications are resubmitted within one month, a fine of ₹ 500/- & after one month, a fine of ₹ 600/- per year has to be remitted.

- g. Laminated TC /Certificates/ Mark lists shall be delaminated before submission.
- h. Contact No. (Land line/Mobile) of the candidate (not the contact number of Private Institution) shall be provided in the application.

VI.

A. B.A. DEGREE – MAIN OFFERED

- | | |
|---------------------------------|-----------------------|
| 1. Hindi | 8. Afzal-ul-Ulama |
| 2. Tamil | 9. Malayalam |
| 3. Arabic | 10. Economics |
| 4. Sanskrit (General & Special) | 11. History |
| 5. Music | 12. Political Science |
| 6. Philosophy | 13. English |
| 7. Islamic History | |

B. SUBSIDIARIES FOR VARIOUS MAIN SUBJECTS

1. Hindi

- | | | |
|----------|---|-------------------------------|
| Paper I | - | Functional Hindi (Compulsory) |
| Paper II | - | History of India or Sanskrit |

2. Tamil

- | | | |
|----------|---|---|
| Paper I | - | South Indian History with Special reference to Tamil Culture (Compulsory) |
| Paper II | - | Tamil Ithazhiyal (Tamil Journalism) or General Essay and Translation |

3. Arabic

- | | | |
|----------|---|-------------------|
| Paper I | - | History of Islam |
| Paper II | - | Commercial Arabic |

4. Sanskrit

General (Language & Literature)

- | | | |
|----------|---|-------------------------------------|
| Paper I | - | Outline of Indian Culture - Part I |
| Paper II | - | Outline of Indian Culture - Part II |

Special - Nyaya, Vyakarana, Vedanta, Sahithya, Jyothisha (Any one to be preferred)

- Special Paper I - IV
General Paper I - IV

5. Music

- | | | |
|----------|---|----------|
| Paper I | - | Veena |
| Paper II | - | Sanskrit |

6. Philosophy

Paper I &II - Any two Subjects from the following

- (i) Political Science
- (ii) General Economics
- (iii) Social Psychology
- (iv) Abnormal Psychology
- (v) Sociology
- (vi) Aesthetics
- (vii) Comparative Religion

7. Islamic History

Paper I &II - Any two Subjects from the following.

- (i) Political Science
- (ii) General Economics
- (iii) Sociology
- (iv) Indian History
- (v) Linguistics

8. Malayalam

Paper I - Kerala Culture
Paper II - Sanskrit

9. Economics

Paper I & II - Any two Subjects from the following.

- (i) Political Science
- (ii) Indian History
- (iii) Sociology
- (iv) Mathematics
- (v) Kerala History
- (vi) Statistics

10. History

Paper I &II - Any two Subjects from the following.

- (i) History of Travel and Tourism in India
- (ii) Tourism and Tourist Centres in India
- (iii) History of Journalism in Kerala
- (iv) General Economics
- (v) Political Science
- (vi) Logic and Theory of Knowledge
- (vii) Sociology
- (viii) Psychology

11. Political Science

Paper I &II - Any two Subjects from the following

- (i) General Economics
- (ii) World History
- (iii) Sociology

12. English Language and Literature

Paper I - History of English Literature (Compulsory)

Paper II - One of the following subjects

- (i) Indian Literature in English
- (ii) American Literature
- (iii) Psychology
- (iv) Journalism
- (v) Computer Application
- (vi) Public Administration
- (vii) Sociology
- (viii) Political Science
- (ix) World History
- (x) General Economics
- (xi) French
- (xii) Linguistics

13. Afzal-ul-Ulama

i) **Course of Study** - The Course is of three years duration.

ii) **II Language** - Arabic

iii) **Part III** - Arabic Main

C. B.Com. (Additional Elective-Co-operation)

D. BBA (Bachelor of Business Administration)

i) **Course of Study**

The Course of Study shall comprise the study of the following subjects and should be completed within a minimum period of 3 years.

I Year

Sl. No.	Subject Code	Course Title
1.	BBA P01	English Language Skills for communication
2.	BBA P02	Environment Studies
3.	BBA P03	Principles of Management
4.	BBA P04	Managerial Economics
5.	BBA P05	Quantitative Methods for Management
6.	BBA P06	Business Environment

II Year

Sl. No.	Subject Code	Course Title
1.	BBA P07	Marketing Management
2.	BBA P08	Financial Management
3.	BBA P09	Human Resource Management
4.	BBA P10	Productions and Operations Management
5.	BBA P11	Business Laws
6.	BBA P12	Accounting for Managers

III Year

Sl. No.	Subject Code	Course Title
1.	BBA P13	Strategic Management
2.	BBA P14	Financial Markets and Services
3.	BBA P15	Foreign Trade
4.	BBA P16	E-Commerce and Cyber Laws
5.	BBA P17	Corporate Taxation
6.	BBA P18	Entrepreneurship Development
7.	BBA P19	Case Study Analysis

ii) Time limit for completion of Programme

A candidate shall be required to complete the programme within a period of 5 years after joining the BBA Course.

E. II Language for B.A.

1. Hindi
2. Malayalam
3. Tamil
4. Arabic
5. Sanskrit
6. Syriac
7. French
8. German
9. Russian
10. Latin
11. Hebrew
12. Special English (for BA candidates)

F. Original Documents to be Submitted along with Private Registration Applications

1. Print out of completed application (for Online Registration Candidates)/Application Form for Private Registration (for Offline Registration Candidates).
2. Downloaded application of Recognition for students of ISC, CBSE (+2) Course and PDC/HSE/Degree of any other University or Board outside Kerala - (except Calicut University)

3. Downloaded form of Matriculation (for those who are enrolling under Kerala University for the first time)
4. Downloaded form of Eligibility Certificate (Original Eligibility Certificate issued from Kerala University should be submitted by candidates who have passed their PDC/HSE/Degree from any other University or Board outside Kerala)
5. (a) Fee Receipt (University pay-in-slip or Friends Counter Receipt or SBI chalan slip remitted at any branch of SBI through A/c No. 67334622743. No other fee can be remitted through this account). No DD is accepted (for Online Registration Candidates).

(b) Fee Receipt (University pay-in-slip or Friends Counter Receipt or Demand Draft) drawn in favour of “The Finance Officer, University of Kerala” drawn on SBI payable at Service Branch, Thiruvananthapuram or SBI Main Branch, Thiruvananthapuram or District Co-operative Bank, Head Office, Thiruvananthapuram (for Offline Registration Candidates).
6. Original Mark lists and Pass Certificates of PDC, HSE, VHSE, THSCE, ISC, CBSE (+2) or Degree Certificate. The candidates who have passed the Qualifying Examinations in more than one chance, should submit all the mark lists (Eligible as well as Not Eligible)
7. Original Transfer Certificate (The Date of Birth in T.C should be written in figures as well as in words).
8. Migration Certificate for those who have passed ISC, CBSE (+2) or PDC/HSE/Degree from any other University or Board outside Kerala).
9. A self addressed cover of 35 cm x 25 cm with stamp ₹ 42/- affixed on it to return the Certificates.
10. Eligibility Certificate obtained from University of Kerala for NIOS candidates and those who have passed HSE /VHSE of Government of Kerala up to 2002 & AISSC/ISC (twelve years) examinations up to 2004.
11. An attested copy of SSLC/THSCE/ICSE/CBSE (Secondary School) mark lists/pass certificate. The name & date of birth of the candidate in the application and that in the qualifying certificate should be the same.
12. II & III year/III year only candidates shall also produce the +2 mark lists/pass certificate and I & II year degree mark lists.
13. II & III year , III year only, Additional Degree, Optional change, Additional Language change candidates etc shall apply for Private Registration as Offline Candidates.

Serial No. 6 to 11 is applicable to both Online & Offline candidates.

Note :- If the original Certificates/TC is lost the candidate shall submit an affidavit from a first class Judicial Magistrate or a Notary Public to the effect that “The original Certificate/TC has been irrecoverably lost and it has not been used for any other purpose and this affidavit is sworn to be produced before the authorities of University of Kerala for Cancellation/Registration purpose”.

The Online Registration can be done from the website www.de.keralauniversity.ac.in from **04/10/2017**

The application of offline candidates along with all the documents /the print out of application of online candidates along with all documents addressed to Deputy Registrar (Examination III) should reach the undermentioned address before the last date of submission of Private Registration Application.

Address

The Deputy Registrar (Examination III)

University of Kerala

Senate House Campus

Palayam

Thiruvananthapuram – 695 034

Sd/-

CONTROLLER OF EXAMINATIONS

To

1. Public Relations Officer (for press release)
2. PS to VC/PVC
3. P.A. to C.E./Registrar/F.O./Director, University Computer Centre
4. Joint Registrar (Exams.) I & II /Joint Registrar (Campus Administration)
5. D.R.Finance/D.R. Cash/D.R.(Exams.) I, II,III & IV
6. A.R.- Cash Receipt/B.A./B.Com.
7. Academic - AC. AII, AC. AIII, AC. AIV, AC.C and AC.L Sections/IT Cell
8. EA 14, 15,19, Sections
9. Store Keeper - Exam Store/General Store
10. Reception Officer/Enquiry
11. All District/Taluk Information Centres of the University.
12. “FRIENDS” (Janasevana Kendram) - All Branches.
13. Forms Section
14. Stock File/File Copy.