

UNIVERSITY OF KERALA

No. EH/2018

Thiruvananthapuram

Date : 01/10/2018

NOTIFICATION

PRIVATE REGISTRATION TO UNDER GRADUATE PROGRAMMES (ANNUAL SCHEME) 2019-2021

Applications are invited for registration/re-registration as private candidates for the Examinations to be held during 2019-2021 for the following Degree Programmes.

B.A. Hindi	B.Com.(Taxation)	BBA
B.A. Malayalam	B.Com.(Co-operation)	
B.A. English	B.Com.Additional.Elective(Co-operation)	
B.A. Tamil		
B.A. Sanskrit (General & Special)		
B.A. Arabic		
B.A. Afzal-ul-Ulama		
B.A. Music		
B.A. Sociology		
B.A. Philosophy		
B.A. History		
B.A. Islamic History		
B.A. Political Science		
B.A. Economics		

Registration as private candidate shall not entitle him/her for admission to the examination. They have to apply for registration to the examination concerned on time as per the examination notification. **No intimation to the candidate regarding the examination will be sent from the Private Registration Wing.** The candidate who does not submit the Private Registration Memo along with their application for examination shall only be admitted provisionally for the examination. The eligibility of the candidate for the course will be finalized only after verification of the application for Private Registration and the accompanying documents.

The Online Registration can be done from the website www.de.keralauniversity.ac.in from **04/10/2018**

I. MODE OF ADMISSION

1. ONLINE

Candidates seeking admission (fresh registration) to BA/B.Com/BBA/BA Afzal-ul-Ulama/BA Hindi Part I&II shall register online.

2. OFFLINE

Candidates seeking re-registration to BA/B.Com/BBA/BA Afzal-ul-Ulama/BA Hindi Part I&II and registration to optional change, additional degree, additional language change B.Com Additional Elective (Co-operation) etc shall submit application offline.

II. ELIGIBILITY FOR ADMISSION

- (i) BA/B.Com
A pass in Higher Secondary Examination/Vocational Higher Secondary Examination of the Government of Kerala/Pre-degree Examination of this University or an examination recognised by this University as equivalent thereto.
- (ii) BA Afzal-ul-Ulama
A pass in Plus Two/Pre-degree/Afzal-ul-Ulama preliminary or a course recognised 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 under **annual scheme only** with an elective other than Co-operation.
- (v) A pass in Afzal-ul-Ulama Preliminary of the University of Calicut including the degrees awarded through component wise pass treating Part I English of Higher Secondary Examination in lieu of Part II English of Afzal-ul-Ulama Preliminary is an eligible qualification for admission to **B.A. Afzal-ul-Ulama, B.A. Arabic and B.A. English** Degree courses.

III. SUBMISSION OF APPLICATION

Offline application along with all the documents / the print out of online application along with all documents should reach the undermentioned addressee on or before the last date notified.

Address

The Deputy Registrar (Examination III)
University of Kerala
Senate House Campus
Palayam
Thiruvananthapuram – 695 034

Fee remitted before the last date prescribed alone will not be considered as a claim for acceptance of the application.

LAST DATE FOR SUBMISSION

Name of Examination	Without fine	With fine of ₹150/-	With Super fine of ₹ 750/-	With Penalty of ₹ 1500/-
Online B.A./B.Com/BA Afzal-ul-Ulama. (Whole Registration)				
Offline B.Com.Additional Elective (Co-operation)				
BA/B.Com Re-registration(II & III Year only / III year only), Additional Degree.	07/11/2018	22/11/2018	03/12/2018	10/12/2018
BA Optional change/Additional Language change/Part II & III Change				

Name of Examination	Without fine	With fine of ₹1000/-	With Super fine of ₹ 2000/-
BBA (Whole Registration / Re-registration	07/11/2018	22/11/2018	10/12/2018

IV GENERAL INSTRUCTIONS

- a. Candidates should choose only those combinations of subjects, involving no practicals except in the case of Music.
- b. 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.
- c. **Matriculation** in the prescribed form with fee should be submitted by the candidate who is not a matriculate of University of Kerala or if the T.C submitted is from any other University/Board.

Recognition in the prescribed form with fee should be submitted by the candidate who has passed an examination other than the Pre-degree Examination of University of Kerala. 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.

Eligibility Certificate obtained from the Registrar, University of Kerala should be submitted, if the candidate has any one of the following as their qualifying examination.

1. H.S.E/V.H.S.E/SAY Certificate holders also of Govt. of Kerala prior to 2003.
2. AISSCE/ISC/SAY/Compartment Certificate holders also (12th) prior to 2005.
3. Sahityacharya/Praveen examination applying for B.A.Hindi-Part I and Part II.
4. Any other board including NIOS / university outside Kerala state.
5. Afzal-ul-Ulama Preliminary of University of Calicut applying for **B.A. Afzal-ul-Ulama** or **B.A.English**.

Application for **Eligibility** in the prescribed form with fee only need be submitted by a candidate who has passed qualifying examination other than mentioned above.

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 the fee towards Eligibility Certificate.

Candidate who is a matriculate of this University need to submit only the Qualifying Certificate and the T.C (from an an institution affiliated to University of Kerala) along with the application for Private Registration and required fee.

- d. The name of the candidate in the Application forms, Fee Reciepts and Transfer Certificate should be same as that in the Qualifying Certificate.
- e. The date of birth of the candidate entered in the TC and other documents should be same as that in the Secondary School Certificate.
- f. In case of submitting **Duplicate TC**, an affidavit from a first class Judicial Magistrate or a Notary Public to the effect that “The original TC has been irrecoverably lost and it has not been used for any other purpose and this affidavit is sworn to be produced before authorities of University of Kerala for Registration/Cancellation purpose.
- g. Deaf and dumb candidates who register for B.A/B.Com 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 registered Medical Practitioner with the latest photograph certified by the doctor.
- h. Regular/Private/SDE registered candidates (**under annual scheme only**) who have discontinued their study after having registered/ appeared for First/Second Year Examination of B.A/B.Com/BBA shall register for II & III Year/III Year only respectively.
- i. A candidate who has passed /appeared for I, II or III year B.Com Degree Examination under annual scheme or I to VI semesters of First Degree Programme under CBCS System of this University 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.

- j. Candidates who discontinue their studies of the First Degree Programme under CBCS system of this University are eligible for admission to the same subject afresh under Annual Scheme by cancelling the Courses and Examinations taken by the candidates in First Degree Programme under CBCS system.
- k. **Additional Degree:** Candidates who have passed 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 and to B.Com Part III. Candidates with higher degrees can also register to a lower degree examination provided they have the basic qualification as mentioned above.

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 under annual scheme of this University.

Candidates with higher degree in a particular subject be permitted to undergo lower courses and appear for examinations in another subject. Such candidates are exempted from passing Part I, Part II and subsidiaries of the lower examination which they have already passed as Part I, Part II, subsidiary or main subject as the case may be at the degree/PG level.

Candidates who have passed BA Degree in Hindi of University of Kerala with Sahithyacharya are permitted to take Additional Degree, provided they have passed 10+2 (HSE/VHSE(Kerala), CBSE/ICSE/ISC) or any other examination recognized as equivalent, thereto, by this University and have successfully completed Part I and Part II of BA/B.Sc of Degree Course.

Candidates who have passed BA Degree with Sanskrit as subsidiary are eligible for additional degree in B.A. Sanskrit Language Literature (General) or B.A. Sanskrit Special - Vedanta / Nyaya / Vyakarana / Jyothisha / Sahitya).

- l. **Optional Change (Part III):** Candidates who have passed Part I & II of B.A./B.Sc. Examinations of this University under annual scheme but failed in Part III shall be permitted to register for optional change to B.A. after cancelling the Part III of BA /B.Sc Examination. B.A. students should have registered/appeared for Final Year Examination. They are permitted to choose their subsidiary subjects already taken by them as 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.**

Additional Language Change (Part II): Candidates who have passed Part I & III of B.A. Examinations of this University under annual scheme but failed in Part II additional language shall be permitted to register for Part II of the B.A. degree Examinations offering a new language under Part II, extending for a period of 1 year.

Candidates who have passed BA Degree in Hindi of University of Kerala after passing Part I alone and who seeks Additional Degree are granted registration to Part II only for one year.

Part II & III Change: Candidates who have passed Part I of B.A. Examinations of this University under annual scheme but failed in Part II & III shall be permitted to register for Part II & III, extending for a period of 2 years.

- m. Candidates seeking fresh registration to B.A. Degree courses after cancelling the examination and registration in private mode or distance mode under annual pattern or regular college study (under annual scheme upto 2010), be permitted to choose a set of new optional subjects regardless of the subjects of study in respect of main / subsidiary subjects chosen earlier.
- n. **B.A Hindi - Part I and Part II Sahityacharya/Praveen Cleared:** Candidates who have passed the Sahityacharya title awarded by the Kerala Hindi Prachar Sabha or Rashtra Bhasha Praveen title awarded by Dakshin Bharath Hindi Prachar Sabha of Madras along with 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 (regular examinations).

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.F*

Sahityacharya/Praveen passed candidates who apply for Private Registration to B.A. Hindi Part I and Part II should submit

1. Qualifying Certificate and Mark Lists from Kerala Hindi Prachar Sabha/Dakshin Bharath Hindi Prachar Sabha.
2. Pre-degree/H.S.E. or Equivalent Pass Certificate.
3. Migration Certificate.
4. Eligibility Certificate from this University.
5. T.C. from the institution last attended.
6. Duly filled mandatory forms (**Refer IV.c.**)

- o. **B.Com.(Additional Elective):** Candidate can register only for “Co-operation” as additional elective. The minimum duration of the course is not less than one academic year and *they shall take the examination for all the papers in one sitting at the end of the I year.*
- p. Candidates seeking **Re-registration** should submit the cancellation memo of the unavailed portion of earlier registration (Private candidates need only to submit duly filled General Purpose Form and ₹.750/-), along with private registration seal affixed +2 qualifying certificate and TC, hall tickets and mark lists of all the degree examinations registered/attended.

- q. Application for Registration, Matriculation, Eligibility and Recognition can be downloaded from the University website.

The candidate should remit the amount mentioned below towards the cost of downloaded application, in addition to normal fee.

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)

- r. The candidate should remit an amount of ₹ 250/- for online registration and ₹. 100/- towards cost of ownloaded application, in addition to normal fee
- s. Applications should be duly filled leaving no column blank. Incomplete applications will be summarily rejected.
- t. Defect rectified applications should be submitted forthwith along with the handling charges detailed below.

Handling Charges	Time span for re-submitting the application after rectification for	
	B.A./B.Com.	BBA
₹. 100/-	Within 15 days from the date of issue of memo.	-
₹. 500/-	After 15 days from the date of issue of memo.	-
₹. 600/-	-	Within 1 month from the date of issue of memo.
₹. 700/-	After 1 year but within the course duration.	After 1 month from the date of issue of memo.
₹. 800/-	After the completion of the course	-

V. FEE AND MODE OF PAYMENT

- a. **Online Registration candidates** (BA/B.Com/BBA/BA Afzal-ul-Ulama/BA Hindi Part I & II - whole registration) should remit private registration fee either at University Cash Counter or at any branch of Friends / Janasevana Kendrams / SBI or through online. The SBI chalan slip can be downloaded from website for online registration. Registration fee can be remitted in any branch of SBI using the downloaded chalan vide SBI A/c No. 67334622743. Journal Number should postively be entered in the chalan. No other fee can be remitted through this account.

Demand Draft is not accepted for online registration.

- b. **Offline Registration candidates** (applicable only to BA/B.Com/BBA/BA Afzal-ul-Ulama II & III year re-registration, B.Com.Additional Elective(Co-operation), BA optional change, Additional Degree, Additional language change, Part II & III change etc) should 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). Candidate's name and purpose of remittance should be written on the reverse of the Demand Draft.
- c. The name and address furnished in the DD/Chalan should be the home address of the candidate and should be identical with that shown in the application and envelope for returning the Private Registration Memo & Certificates.
- d. The chalan remitted by the candidate with the address of Private Institutions will not be accepted.
- e. 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.

f. FEE STRUCTURE

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/B.Com/ BA (Afzal-ul-Ulama) (whole Registration)	550/-	300/-	250/-	100/-	100/-	200/-	300/-
2.	BA Hindi Part I & II	400/-	300/-	250/-	80/-	100/-	-	300/-
3.	BA /B.Com II & III Year	400/-	300/-	-	40/-	-	-	-
4.	BA /B.Com III Year	200/-	300/-	-	40/-	-	-	-
5.	BA Optional change/Additi onal Language change	600/-	300/-	-	40/-	-	-	-
6.	B.A. Part II & III change	1200/-	300/-	-	40/-	-	-	-
7.	BA/B.Com Additional Degree	250/-	300/-	-	40/-	-	-	-
8.	BBA (whole Reg.)	1500/-	300/-	250/-	100/-	100/-	200/-	300/-
9.	BBA (II & III Year)	1500/-	300/-	-	40/-	-	-	-
10.	B.Com (Additional Elective)	250/-	300/-	-	40/-	-	-	-

VI. COURSES OFFERED

A. B.A. DEGREE – MAIN

- | | |
|---------------------------------|-----------------------|
| 1. Hindi | 8. Sociology |
| 2. Tamil | 9. Philosophy |
| 3. Arabic | 10. Economics |
| 4. English | 11. Political Science |
| 5. Malayalam | 12. History |
| 6. Sanskrit (General & Special) | 13. Islamic History |
| 7. Music | 14. Afzal-ul-Ulama |

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. 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

5. Malayalam

Paper I	-	Kerala Culture
Paper II	-	Sanskrit

6. 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

7. Music

Paper I	-	Veena
Paper II	-	Sanskrit

8. Sociology

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

- (i) General Economics
- (ii) Political Science
- (iii) World History (Modern Period)
- (iv) Statistics
- (v) Kerala History
- (vi) Indian History

9. 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

10. 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

11. Political Science

Paper I & II - Any two Subjects from the following

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

12. 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) Sociology
- (vii) Psychology

13. Islamic History

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

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

14. 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. - ELECTIVES OFFERED

1. Taxation
2. Co-operation

D. B.Com. ADDITIONAL ELECTIVE

1. Co-operation

E. BBA (Bachelor of Business Administration)

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

F. 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

II Language for B.Com.

1. Hindi
2. Malayalam
3. Tamil
4. Arabic
5. French
6. German
7. Russian

G. Documents to be submitted for Private Registration

1. Print out of completed application (for Online Registration Candidates)/Application Form for Private Registration (for Offline Registration Candidates).
2. Duly filled application for Matriculation/ Eligibility/Recognition (**Refer. Clause IV.c**)
3. Cash Receipts (**Refer. Clause IV.q, IV.r & V.f**)

4. Original Mark lists and Pass Certificates of Qualifying Examination. 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)
5. Transfer Certificate from a recognised institution last attended (**Refer. Clause IV.c, d & e**)
6. Migration Certificate. (**Refer. Clause IV.c**)
7. Eligibility Certificate from this University (**Refer. Clause IV.c**)
8. Self attested copy of SSLC/THSCE/ICSE/CBSE (Secondary School) mark lists/pass certificate.
9. Re-registration/Optional change/Additional Language change/ candidates should also produce the hall tickets and mark lists of all the degree examinations registered/attended along with cancellation memo of earlier registration.
10. A self addressed stamped envelope (size 35 cm x 25 cm) worth ₹. 42/- should be forwarded with the application. The address and the contact no. (Land line/Mobile) of the candidate furnished in Private Registration Application should positively be the home address and contact no. of the candidate (not that of the Private Institutions).

Laminated TC /Certificates/ Mark lists should be delaminated before submission.

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 (Academic)
5. Joint Registrar (Campus Administration)
6. D.R.Finance/D.R. Cash/D.R.(Exams.) I, II,III & IV
7. A.R.- Cash Receipt/B.A./B.Com.
8. Academic - AC. AII, AC. AIII, AC. AIV, AC.C and AC.L Sections/IT Cell
9. EA-14, EA-15, EA-19 & EA-PG Sections
10. Central Tapal, DR I Tapal, DR II Tapal & DR III Tapal Sections
11. Store Keeper - Exam Store/General Store
12. Reception Officer/Enquiry
13. All District Information Centres of the University.
14. "FRIENDS" (Janasevana Kendram) Branches.
15. Forms Section
16. Stock File/File Copy.