

KARNATAKA STATE OPEN UNIVERSITY

Mukthagangothri, Mysuru – 570 006



PROSPECTUS

2018-19

(January Cycle)

M.A in URDU

Website : www.ksoumysore.karnataka.gov.in

EPBAX : 0821-2519948, 2519941, 2519943, 2519952

ATTENTION

- Online application shall be submitted as per the 'Online Admission Instruction' given in the website.
- Online application shall be submitted within the stipulated period.

IMPORTANT DATES

Admissions open	24.11.2018
Last date for submission of online application	29.01.2019

SPECIAL ATTENTION

- M.A. in Urdu offered by the University is approved by the UGC from 2018 to 2023 in its notification No. F.No. 14-5/2018 (DEB-I) dated : 14.08.2018
- The UGC in its public notice F.No.1-9/2018 (DEB-I) dated 23.02.2018 decided that the degree/diploma/certificate courses awarded through distance mode are at par with corresponding degree/diploma/certificate course obtained through traditional universities. The degrees acquired through distance education are recognized for the purpose of employment in State / Central Government, MNCs, Private Sector etc., and also for pursuing higher education in other educational institutes.
- The Hon'ble High Court of Karnataka in its verdict vide Writ Petition No. 34255 of 2016 (GM-RES) passed an order that the consideration of recognition for academic degrees is for the year of admission but not the date of completion of degree.
- The University is recognized from 2018-19 to 2022-23 and the admission taken during recognition period stands valid till the completion of course even if the university does not have recognition for further years, as per vide reference – of an initiative of Department of Personnel and Training, Government of India version 2.0 RTI Online (Registration No.PMOPG/E/2015/0097771) .
- The University will operate within the territory of Karnataka State, therefore the candidates from outside of Karnataka are also eligible to apply for the programmes, provided they shall be admitted in any one of the Regional Centre / KSOU Headquarters within the state.
- The University will impart quality education to create quality human resources.

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VICE-CHANCELLOR'S MESSAGE



Dear Learner,

The family of KSOU welcomes you to pursue the academic programme you have chosen to achieve not only academic excellence but also to fulfill the desire of your career. The university established by the Act of state legislature has created wonderful academic ambience. The programmes offered by the university have been recognized by University Grants Commission therefore, the degrees are valid for employment opportunities across the country.

The 'core values' of the University is derived from its vision 'Higher Education to Everyone, Everywhere'. The ultimate touchstone of quality higher education is the motto of the University. Today, higher education stands at the crossroads of keeping pace with the emerging needs of the country.

The University has adopted a school concept in its functioning. There are five schools of thoughts each headed by a Director with adequate experience and committed faculty. The University believes that rigors of the contemporary world require competent quality human resources to create knowledge based society. A well-qualified teaching faculty with equally dedicated non-academic team is an asset to the University, which always committed itself for the welfare of the students.

The University functions in 3 tier system of student support service, namely Headquarters, Regional Centres and Learners Support Centres spread over in Karnataka. The learners can undergo teaching learning process in the notified Regional Centres/Learner support centres. The University has adopted a mechanism to deliver Self Learning Material by print, limited audio visual and Counseling/Personal Contact Programme. As a learner, you will have greater opportunity to gain knowledge and skill through those mechanisms. The academic counselors will play a strategic role and enable you from the enrollment of the programme till you accomplish the goal. A proper blending of the knowledge and skill will be imparted so that you will be transformed as a good citizen to contribute to the development of society and the country.

The UGC in its Public Notice dated: 23.02.2018 decided that the degree/diploma/certificate courses awarded through distance mode are at par with corresponding degree/diploma/certificate course obtained through traditional universities. The degrees acquired through distance education are recognized for the purpose of employment in State / Central Government, MNCs, Private Sector etc., and also for pursuing higher education in other educational institutes. Therefore, you have greater opportunity of pursuing Higher Education without any kind of fear about your career.

I am sure you will enjoy good experience with services rendered by the university through its Regional centres and Learner support centres, besides Headquarters. I wish you all the best in your academic endeavors.

Prof. D. Shivalingaiah

ABOUT THE UNIVERSITY

The Karnataka State Open University is recognized by the University Grants Commission under (Open and Distance Learning) Regulation 2017.

The University was established in June 1996 with a vision '**Higher Education to Everyone, Everywhere**'. The University blossomed in the era of globalization in which the economies of the world are being transformed from their original closed self-sustaining structure to the globalized context, where they can expose themselves to the competitive world. This transition forced the arena of knowledge emphasizing itself to more of its application than of accumulation of facts. The Karnataka State Open University in order to cope with the present global environment, is attempting to integrate interdisciplinary approaches in the dissemination of knowledge with the aim of achieving overall human personality development.

Mysuru is a historical centre possessing a rich cultural heritage which had valiant historical events of different kingdoms and humane social setup of incomparable stature. University has paved the way for realizing the vision at the international arena leading to human welfare. It was started during the year 1996 as a separate entity to cater to the needs of thousands of young aspirants of higher education.

The world has entered 21st Century with a very stiff challenge ahead of it. No country can claim exception to this challenge. It is high time to realise the impact of globalization, knowledge revolution and significant advancement made in information and communication technology resulting in global competitiveness for survival. This has compelled educationists and educational planners to re-define the roles of the Universities in the contemporary changing world. A new thinking, a new approach, new concepts and directions to convert demographical advantage into knowledge power house through a blending of academic knowledge with a conversion of semi-skilled and unskilled manpower into a professionally skilled manpower.

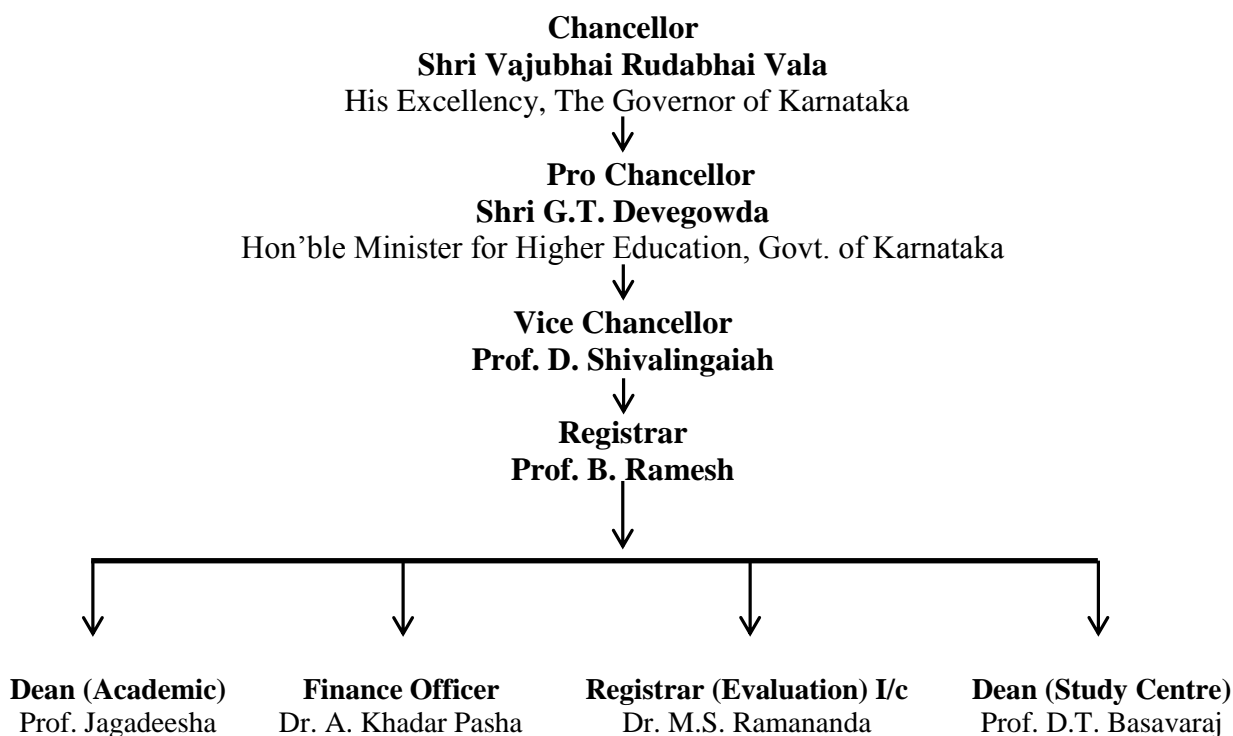
Special Features: The Open Distance Learning system is a unique and challenging because, the learners joining Open Distance Learning hailed from a diverse socio-economic background and with a varied learning background. The present conventional university system could not meet the genuine needs of such students who could not pursue their studies in a conventional university for various reasons. In order to give them an opportunity to pursue their studies in Open Distance Learning, this University has been established. The major objective of the University is to generate human resources of top quality with more emphasis laid on the following issues:

- (1) To transform guiding vision into action plan through various measures.
- (2) To generate high quality human resources through skill training.
- (3) To provide opportunity to those who discontinued their studies.
- (4) To provide opportunity to working class to acquire higher knowledge.
- (5) To provide opportunity to pursue higher education at their own places.
- (6) To provide transparent manner of admission.
- (7) To transfer restricted learning to a global-based learning.
- (8) To promote new concept and new direction to higher education.
- (9) To promote multiple imperatives to achieve the national development.
- (10) To play critical role in addressing social imperatives.
- (11) To create adequate student-support services for innate capacity building.

BOARD OF MANAGEMENT

- | | |
|--|-----------|
| 1. Vice Chancellor, KSOU | Chairman |
| 2. Secretary in charge of Higher Education, Govt. of Karnataka | Member |
| 3. Secretary to Finance Department, Govt. of Karnataka | Member |
| 4. Vice-Chancellor of the Universities in the State of Karnataka
(Nominated by the Pro-Chancellor by rotation for such a period
as may be specified) | Member |
| 5. Dean (Academic), KSOU | Member |
| 6. Five distinguished persons from the educational, scientific and
administrative fields to be nominated by the Pro-Chancellor | Members |
| 7. Two Members of the Karnataka Legislative Assembly
(Elected from among themselves) | Members |
| 8. Two Members of the Karnataka Legislative Council
(Elected from among themselves) | Members |
| 9. Registrar, KSOU | Secretary |

OFFICERS OF THE UNIVERSITY



1. UGC ODL Regulation – 2017

The University Grants Commission has published Regulation governing Open Distance Learning (ODL) Regulations under Section 26(1) read with Clause (j) of Section 12(5) of the UGC Act, 1956 in the official Gazette of India dated 23.06.2017. The Regulation is mandatory and has to be followed by all the institutions offering education through Open and Distance Learning mode. The UGC has directed to adopt concept of schools in the academic governance of the University. The KSOU is recognized by the UGC and strictly adheres to all the norms as specified in the regulation.

2. Schools of Studies

Keeping in view of the directions of the UGC, the University has established five schools of studies. The following schools of studies are operative led by school directors

1. The School of Commerce & Management - Prof. Jagadeesha
2. The School of Humanities - Prof. D.T.Basavaraj
3. The School of Social Sciences - Prof. K.J.Suresh
(on deputation as Registrar (Evaluation)at Tumkur University)
4. The School of Sciences - Prof. S.N.Hegde
5. The School of Education - Dr. Laxmi(I/c)

The School of Humanities:

- 1) Department of Kannada
- 2) Department of English
- 3) Department of Hindi
- 4) Department of Sanskrit
- 5) **Department of Urdu**
- 6) Department of Telugu

3. Permanent Faculty Profile in Urdu Department

Sl. No	Name of the Faculty	Designation	Qualification	Specialization	Expe-rience in Years	Contact Nos.
1	Smt. Balquees Banu.M	Associate Professor	M.A.	Special Study of Poet Iqbal	30	9986031230

Pay Band of the Faculty

Assistant Professor/ Asst. Librarian	Associate Professor/ Deputy Librarian	Professor/Librarian
15600-39100+AGP 6000	37400-67000+AGP 9000	37400-67000+AGP 10000

EPABX Phone Lines: 0821 – 2519941 / 2519943 / 2519948 2519952

4. Other Contact Persons

Sl. No.	Officers	Designation	For information related to	Contact Number
1	Dr. Krishnappa	Deputy Registrar	Examination	9964574944
2	Sri Shivakumar C.P.	Assistant Registrar	Regional & Study Centres	9845862927
3	Sri Gopala Swamy	Deputy Librarian	Library	9035125501
4	Dr. Shalva Pille Iyengar	Director	Admissions	9686215043
5	Sri J. Ramesha	Assistant Registrar	Academic	8050471907
6	Sri Cheluva Murthy R	Assistant Finance Officer	Payment and Refund of Fee	9980544074
7	Dr.J.S. Chandrashekar	Assistant Professor	Grievances related to Examination	8197242133
8	Sri Chandresh	Assistant Registrar	Self Learning Materials	9844242616
9	Dr Mani.P	Special Officer	SC/ST Services	9480170799

In case the problems are not solved at the above levels, then only contact the Registrar and Registrar (Evaluation), KSOU, Mysuru.

5. Important Instructions to the students

Candidates, who wish to seek admission to M.A. in Urdu shall note the following before the submission of application to the University.

- The students' are informed to read carefully the instructions in the prospectus before filling-up of the online application.
- The admission shall be sought only through online from the University official website <http://ksoumysore.karnataka.gov.in>.
- The Candidate shall pay the prescribed fee only online.
- The following documents (photo copy) shall be uploaded at the time of online admission.
- Marks cards of S.S.L.C
- Marks cards of P.U.C. or its equivalent
- Photo copy of the marks cards of Degree for Master's program
- SC/ST caste certificate; (if applicable)
- BPL card in case of women candidates
- Income certificate; (if applicable)
- Aadhaar Card;
- passport size photo.
- Verification of the documents will be made at the Headquarters/ Regional Centre. During verification the candidate shall produce the relevant original documents.
- Admission sought will become final only after its approval by the University.
- The candidates who are admitted to the various programmes shall receive the study materials at the time of verification.
- Candidates may seek clarification from the help desk of the University
- If a candidate gets admitted to more than one degree programme, the University will cancel the admission taken in the second instance.
- No Lateral Entry is permitted.

- SC/ST candidates seeking admission are eligible for the fee exempted admission subject to re-imburement from Social Welfare Department. Provided the family income is less than the limit prescribed by the Government from time to time (**see Annexure III**). In case the fee re-imburement is not made by the Government, the concerned candidate is liable to pay the fee within the stipulated period, failing which he/she will not be permitted to appear for the examination.
- Women candidates under BPL can claim concession of 25% percent of the Tuition fee, for which they shall produce BPL card issued by the competent authority.
- The University will issue Identity Card to the candidates after the verification process is completed. Candidates are expected to keep the ID card till the completion of the programme. The candidates should produce the ID card during their academic related work including examination.
- Candidates admitted to the programme, shall give an undertaking in a prescribed format, about the conduct and progress in front of the Regional Director of the concerned regional centres / Assistant Registrar, KSOU, Mysuru.
- Candidates shall abide by the Rules and Regulations issued by the University from time to time.
- A Candidate who is found to have concealed information about his/her age, qualification etc., or violated any provisions, is liable to be removed from the rolls of the program concerned besides appropriate disciplinary action and imposition of penalty.
- The incomplete information in the application will be summarily rejected.
- All legal disputes will come under the jurisdiction of Mysuru City Courts only.
- The details relating to General fee structure- (**see Annexure V**)
- The University has the right to change the learners support centre based on the number of admissions.
- The University reserves the right to cancel the admission in case the requisite number of admission is not made.

Credit System for the Programs

The University follows the '**Credit system**' for all its Programs. Each credit is of 30 hours of study comprising of all learning activities such as studying the self-learning material, participating in the counseling/contact classes, preparing assignment, visiting library/industry/institution, interacting through audio-visual related issues and preparing for exams. Thus, a four credit course involves 120 study hours, a six credit course involves 180 study hours and so on. This helps the students to understand the academic efforts she/ he has to put in order to successfully complete the course.

Maximum period for Completion of Course

Normally the Candidate is expected to complete the program within the minimum period as laid down by the University for a Specific Program. However, a student who for whatever reasons is not able to complete the program within the normal or minimum duration prescribed for the program may be allowed a period of two years beyond the normal period to clear the backlog to be qualified for the degree. The general formula therefore is N+2 years (N=Normal / minimum duration prescribed for completion of the program) and will be revised from time to time as per the UGC norms.

6. Post Graduate Programme – M.A in Urdu

A. Duration: 2 Years

B. Eligibility conditions

Admissions to M.A. in Urdu is made at two levels;

Level-1:

Candidates who have obtained Bachelor's Degree of Three years duration without studying Cognate subjects

Those who have passed three years degree program without studying the Cognate subjects are eligible for admission to any Post Graduate Program. Such admitted candidates have to qualify the **Master's Preparatory Program (MPP)** examination conducted by the Karnataka State Open University.

Level-2:

Candidates who have obtained Bachelor' Degree of Three years duration in Cognate subjects

- Candidates who have passed three years B.A. /B.Sc./ Degree Examination of any recognized University offering URDU as a major/optional subject at the Degree level or an examination of any University considered equivalent thereto **OR**
- Candidates, who have passed the three years B.A/B.Sc./B.Com Degree Examination offering Urdu as second Language or as a minor subject at the Degree level, provided they have obtained not less than 50 per cent of the maximum marks in the above language / subject **OR**
- Candidates who have passed Adibe-e-Kamil, Fazil-e-Urdu, Fazil course Urdu, Munshi course, Adib-e-Fazil, Alimiath course etc., are recognised as equivalent to degree course and they are eligible to seek admission to Urdu post-graduation degree program.

C. Medium of Instruction - Urdu

6.1 M.A. in Urdu – Programme Structure

Course Code		Previous	Credit
MUR 11	Course – I	Urdu Poetry	7
MUR 12	Course – II	Urdu Prose	7
MUR 13	Course – III	History of Urdu Language and Literature	7
MUR 14	Course – IV	Drama and Fiction	7
MUR 15	Course – V	Persian Language and Literature	7
Final			
MUR 21	Course – VI	Literary Criticism – Rhetoric and Prosody	7
MUR 22	Course – VII	Modern trends in Urdu Literature	7
MUR 23	Course – VIII	Arabic Language and Literature	7
MUR 24	Course – IX	Special Study of an author : Faiz Ahmed Faiz	7
MUR 25	Course – X	Dhakani Language and Literature with special emphasis to Karnataka	7

6.2. Instructional Delivery System

The instructional methodology used in this University is different from that of conventional Universities. The Open University system is more learners oriented, and is geared to cater to the needs of motivated students assuming that the student is an active participant in the teaching-learning process. Instruction to student is imparted through various modes such as print, audio and supported by face to face communication during week-end counseling. The University follows multi-channel approach for instruction.

It comprises proportionate combination of:

- i. Printed Self-Learning Material.
- ii. Audio programs
- iii. Face-to-Face personal contact program.

6.3. Study Material and its Delivery

1. The Study Materials has been designed keeping in view of norms prescribed by the UGC. Study Materials are divided into different blocks. The study material has been designed in the background of learners' assessment of study level. It is a primary source of information for pursuing various degrees. The study materials will be delivered at the time of admissions.
2. For the students who have not received the Study Material in person, the University will dispatch. If returned or undelivered to the addressee, the study material will be sent to such students later, on the condition that the student should bear the postal charges. Such addresses are updated in the KSOU website (www.ksoumysore.karnataka.gov.in).
3. The University has introduced a system of evaluation of self learning material by the students. For this purpose a feedback will be sent along with the self-learning material. Every learner shall submit the feedback on quality content of self learning material as per the instructions and send it to concerned Regional Director.

6.4. Audio programs

The University has developed few audio lectures on various courses. The same will be broadcasted with the facility available on the campus.

6.5. Contact Programme

The University will arrange personal contact programme for M.A/M.Com. The PCP will be held in notified centres. The details relating to the duration, dates, and centres will be intimated to the students by circular or through website. Experienced faculty of the university and the academic counselors will deliver lectures on the syllabus. Further, the doubts on the Self Learning Material will be clarified besides offering proper advise on assignment writing and also examination. Students are advised to attend the programme and reap the benefits.

The University has introduced a transparent mechanism of evaluation system entitled teacher evaluation by learners. The prescribed format will be administered by Learner support centres. The learners shall fill the form as per instructions and forward it to the Regional Director of the concerned territory.

6.6. Evaluation

Evaluation system comprises of:

- i. Internal assessment (IA) through assignments with a weightage of 20 marks.
- ii. Term-end examination with a weightage of 80 marks.

6.7. Internal Assessment:

Internal Assessment for PG programme has assignment which is an integral part of distance learning. The main purpose of assignment is to test the students' comprehension of the learning materials acquired through the studies and also to facilitate to understand performance of the students.

- Assignments are to be submitted during the year of admission only. Student will not have any opportunity of submitting the Assignments in subsequent years. In case a student fails to submit the assignments he/she will be assessed only for the theory marks of 80.
- The questions for assignments are available in the University official website.
- Assignments for M.A in Journalism and Mass Communication are given only during the compulsory contact programme
- The students of M.A/M.Com shall submit their assignments to the Co-ordinator, Internal Assessment Division, Examination Branch, KSOU on or before **30th of April 2019**.
- The University has the right to reject the assignments received after due date. You are therefore, advised to submit them before the due date.
- The students should preserve the photocopies of all the assignments.
- There is no provision for revaluation of Internal Assessment related component.

6.8 Term-end Examination:

The University will conduct term-end exam annually as per calendar of events. No provision for supplementary examination.

Scheme of Examination per course/paper

	Marks	Minimum
Internal Assessment	20	No
Term End Examination	80	32
Total	100	40
Course (Paper) exemption		40
Aggregate for pass		40%

Details of Examination Fee

M.A. in Urdu	I Year (Rs.)	II Year (Rs.)
Examination Fee	1200/-	1200/-

6.9. Master's Preparatory Programme

The candidates who have not studied cognate subjects at under graduate level and seek admission to M.A in Urdu shall study Master's Preparatory Programme. The University will supply study materials on the subject, which gives an outline of the cognate subject. The curriculum is designed in such a way to fill the gap of the knowledge of the cognate subjects which they have not studied by them at under graduate level. The question paper pattern will be uploaded in the website at an appropriate time. Candidates shall appear and qualify the MPP examination in the year of admission only.

7. Admission fee Structure

M.A in Urdu

Sl. No	Course Name	Admission Processing Fee (Rs)	Registration Fee (Rs)	Tuition Fee (Rs)	Skill and Development Fee	Total Fee Rs.
1	I Year	300	600	4700	500	6100
	II Year	-	-	4500	500	5000

Note :

1. Candidates seeking admission to M.A in Urdu under level-1 shall pay Rs.1000/- towards Masters Preparatory Programme (MPP).
2. Women Candidates under BPL will get 25% of tuition fee concession in each year.
3. NRI / Foreign Candidates shall pay Rs.15000/- in addition to total fee prescribed above.

8. Other Academic Programmes Offered

Sl. No	Programmes Offered	Duration	Scheme	Credits
A. Under-graduate Programmes				
1	B.A	3 Years	Annual	100
2	B.Com	3 Years	Annual	100
3	B.Lib.I.Sc.	1 Year	Annual	32
4	B.Ed.	2 Years	Annual	66
B. Post-graduate Programmes				
1	M.A – Kannada	2 Years	Annual	70
2	M.A – English	2 Years	Annual	70
3	M.A – Hindi	2 Years	Annual	70
4	M.A – Sanskrit	2 Years	Annual	70
5	M.A – History	2 Years	Annual	70
6	M.A – Economics	2 Years	Annual	70
7	M.A – Political Science	2 Years	Annual	70
8	M.A – Public Administration	2 Years	Annual	70
9	M.A – Sociology	2 Years	Annual	70
10	M.A – Journalism and Mass Communication	2 Years	Annual	70
11	M.A – Ancient History and Archeology	2 Years	Annual	70
12	M.Com	2 Years	Annual	70
13	M.Sc. – Environment Science	2 Years	Semester	72

9. Skill Development Training

The University is offering the Skill development training programmes to enhance the skills for the students as per the directions of Government of India, University Grants Commission and Karnataka State Skill Development Corporation. The Learners of **UG programmes and PG Programmes including MA in Urdu** shall choose any of the subjects indicated hereunder.

The hands on experience will be provided at Headquarters/Regional Centres only. Well experienced trainers will impart skill to the learners at all the levels. The learners are informed to select the subjects carefully and indicate it in the application. The course opted by the learner in the first year will be continued till they complete the programme. There is no provision for changing the subject under any circumstances. Skill development at each level has two credits. The university will not conduct examination on

such courses, however credits assigned will be considered. Participation in Skill Development training is compulsory.

The following broader subjects have been identified for the purpose

1. Basic Computer Networking
2. Computer Fundamentals
3. Multimedia
4. Web Designing
5. Desk Top Publishing
6. English for Communication and Soft Skills
7. ಆಡಳಿತ ಕೌಶಲ್ಯ

The hours of theory and practical are dependent upon duration of the course. The syllabi may be downloaded from the University website. The schedule of skill development training will be intimated in due course.

10. Tentative Annual Academic Planner

The tentative academic planner for various P.G programmes including MA in Urdu by the university is given as below:

Table -1 : Tentative Annual Academic calendar for M.A. in Urdu

Sl. No.	Academic Activities	M.A. in Urdu
01	Admission Notification and Issue of Prospectus	24 th of November 2018
02	Online Admission (Last Date)	29 th of December 2018
03	Distribution of SLM	At the time of admission
04	PCP/Counselling	August / September 2019
05	Examination Notification	September 2019
06	Submission of Assignments	August / September 2019
07	Examination	October 2019
08	Declaration of Results	November 2019

11. Student Support Services

The University has created learners friendly support services which enable them to pursue students without any inconvenience. The students support service is considered to be excellent in the headquarters while proper measures have been taken up to provide such services at the Regional centre /Learners Support Centre.

Regional Centres and Learner's Support Centres

The University is committed to cater to the academic requirements of the students. The KSOU has established Regional Centres across state to facilitate interactions between students and University on all aspects of academia (see **Annexure-II**).

KSOU functions in 3 tier system in student support services Viz.,

- a. Headquarters
- b. Regional Centres
- c. Learner Support Centre (Study Centre).

The headquarters controls all the activities of Regional Centres and study centres. The Regional Centres led by the Regional Directors, engage in admission process, issue of study material, besides the management of counselling/PCP and also continuous assessment. The regional centres update all the information to the students from time to time, as and when university initiates. (The list of Regional Centres - **Appendix II**)

Library at Head Quarters, Mysuru:

The Karnataka State Open University Library caters to the need of the students, research scholars, faculty members and non-teaching staff of the university since 1996. At present, the Library's collection exceeds one lakh volumes, apart from the conventional book resources; it comprises a good number of periodicals, reference books, encyclopedia, reports, theses, dissertations, audio visual materials, CD/DVDs, etc. Presently it has more than 300 National and International Journals. The Library is planning to build a digitalized institutional repository.

Membership Services:

- All the students of the University can become the members of the library after getting their Student **Identity Card** issued from the University authorities at the time of Admission.
- To get membership, they have to fill Membership Application and submit it along with 2 Passport Size Photos and 1 Stamp Size Photo, Total 3 Photos for Under Graduates and Post Graduate students.
- Borrowers Tickets will be issued on payment of a Refundable Caution Deposit of Rs. 250/- for Under Graduates and Post Graduate students.
- Users can Borrow One Book per Card. The issued books can be retained for a period of 60 days, and after the due date, penalty of Rs.1/- per book per day will be levied.
- The students should return the books and borrowers card 30 days before the commencement of the Annual Examinations. In case they fail to return the same, the Admission ticket for the Examination will not be issued.
- As per University guidelines students have to produce their Identity Card and compulsorily surrender their Borrowers Tickets to the Library Authorities for obtaining No Due Certificate (NDC) of the Library.

Library Services:

- Reference and Referral Service, Current Awareness Service, Users' Orientation Service, Bibliographic Service, News Paper Clipping Service, Photocopy Service, etc. provided to the users.
- The Library has a well-equipped computer lab with internet facility to cater to the needs of the users.
- The library functions from 10:00 a.m. to 5:30 p.m. on all working days.
- During contact programmes and university examinations, the Library will be kept open from 8:00 a.m. to 8:00 p.m. and on Government Holiday's library functions from 10:00 a.m. to 5:30 p.m.
- The housekeeping operations and catalogue is computerized using NewGenLib integrated library management software.
- Web based Online Public Access Catalogue is provided to the users.
- The Library website provides access to e-journals, e-Books, old question papers, etc. and link to the Online Public Access Catalog (OPAC) of the Library [<http://ksoumysore.edu.in/library.html>].

For any information regarding the library services please send your queries and feedback to **e-mail id: ksoulibrary@gmail.com** and contact Telephone No. 0821-2500873 / 251995, Ext: 525/526.

Health Centre:

The University has established a Health Centre to attend to the urgent and immediate need of the students' whenever they stay in the campus. Only OPD facility is available and regular doctor and other staff will be on duty.

Hostels:

The University has provided hostel facility both for men and women separately in KSOU Mysuru campus.

Men's Hostel:

KSOU Boys' Hostel is located in KSOU campus. It consists of 33 rooms. Each room could accommodate 5 students. Thus, this facility will be available to 165 students at a time. The students who wish to avail this facility shall pay 70/- per day.

Womens' Hostel:

KSOU cottages, located in the University campus, reserved to the girls' students. Each cottage can house 12 students. Totally University is having 09 cottages. Thus, 108 students can stay in these cottages at a time. The student who is willing to avail this benefit, shall pay Rs.70/- per day.

The University is extending this facility within its limits. The accommodation will be provided depending on the availability by following the policy of 'First Come-First Serve'. The students of the hostel/ cottages shall maintain decency and decorum in the campus, no damage to the properties of the University shall be caused. Any violation will attract disciplinary action and penalty. Those who do not get the accommodation shall make their own arrangements. To avail Hostel/ cottage facility and payment of tariff, contact the Office of the University Guest House during working hours. **For details contact-9880072854**

- Well maintained cafeteria
- State Bank of India with its ATM facility
- Post Office
- Wifi Facility
- Well maintained play ground
- Pure drinking water facility

Special Concession for Women Students:

Women Candidates coming under the category of Below Poverty Line (BPL), seeking admission to UG/PG will be given 25 percent concession in the Tuition Fee. The applicant should submit the BPL card issued by the competent authority at the time of admission. Such candidates are required to enclose a copy of the BPL Card containing the photo and the name self-attested, along with the application and original documents.

Mukta Sanjeevini Scholarship:

The Karnataka State Open University has established Mukta Sanjeevini Scholarship Fund to encourage poor students to pursue the studies. This scholarship is available to students of economically weaker section of B.A/B.Com., Programs in KSOU.

Conditions:

- Annual income of students/ father/ mother/ guardian/ husband should not exceed Rupees One Lakh.
- Income/Caste certificate issued by concerned Tahasildar shall be submitted.
- Scholarship is available to II & III B.A./B.Com, students who have successfully completed their Previous Year examination with 50% marks in the first attempt.
- Students should be below the age of 30 years.
- Those who apply for this scholarship should not have applied for any scholarship anywhere else.
- Students will be selected for scholarship based on their merit.
- Students should submit prescribed filled in application form along with relevant documents to the **Assistant Registrar (Admissions), Karnataka State Open University, Mukthagangothri, Mysuru -570 006** within the stipulated time,

Competitive Examination Training Centre:

The KSOU competitive examination training Centre offers training and guidance to various competitive examinations. For details contact **821-2515944**.

12. Information about the Admission Fee

1. SC/ST students have to pay admission processing fee and skill development fee only.
2. BPL Women candidates get 25% concession in tuition fee only.
3. Eligibility Fee for Sri Lanka/Bangladesh/Indonesia/ Bhutan/ Nepali/ Tibetan Candidates studied in Karnataka for minimum period of 5 Years is Rs 2000/- in each year.
4. Eligibility fee for NRI/Foreign Students is Rs 15000/- each year.
5. Eligibility fee for candidates residing outside Karnataka is Rs 2000/-.

13. Information about the Policy of Examination

➤ Period for Completion of the Programme

The students shall complete the programme in a period of n+2 years.

➤ Procedure of Examination

Candidate shall register for all subjects (whole examination) when he/she appears for the examination for the first time (during the year of admission).

➤ Examination Centres

Depending upon the number of students enrolled, the University will identify the Examination Centres. In addition to these Examination Centres, the University conducts examination in other Institutions which will also be notified in the examination circular. If any changes are made regarding examination centres, the same will be updated in the KSOU official Website: www.ksoumysore.karnataka.gov.in. Supplementary examinations will have lesser number of examination centres depending on the strength of the students.

➤ Course Exemption

Course exemption is granted to all Under graduate and Postgraduate courses as per the ordinance of the University.

➤ **Declaration of Results for Undergraduate Programmes**

The candidates should score minimum 28 Marks and aggregate of 35 percent in all courses at the Term end examination. Those who score less than 35 per cent will be considered as having failed in the examination, therefore candidate have to reappear for the courses in the examination.

➤ **Declaration of Results for Postgraduate Programmes**

The candidates should score minimum 32 Marks and aggregate of 40 percent in all courses at the Term end examination. Those who score less than 40 per cent will be considered as having failed in the examination, therefore candidate have to reappear for the courses in the examination.

➤ **Grace Policy**

The grace marks permissible will be as per the rules of the University.

➤ **Grading System for M.A in Urdu**

Aggregate % of Marks Obtained	Qualitative Level Grade	Grade Class Label Awarded	
75 % or more	Excellent	A	Distinction
60-74%	Very Good	B	I Class
50-59%	Good	C	II Class
40-49%	Satisfactory	D	Pass
Below 40%	Fail	E	Fail

➤ **Revaluation and Photocopy of Answer scripts**

The students of M.A Urdu have provision to apply for re-valuation and photocopy of answer scripts within **14 days** from the date of announcement of result in the University Website (www.ksoumysore.karnataka.gov.in). In this regard, application may be submitted to the **Registrar (Evaluation), Karnataka State Open University, Mukthagangothri, Mysuru-6**, through registered post.

➤ **Improvement of Results (for PG Programme – M.A. in Urdu)**

A candidate declared to have passed a programme is permitted to re-appear for the examination (All the papers/courses of Previous OR Final OR Both) without rejecting the results so obtained for the purpose of improving the results, subject to the condition as per Ordinance.

➤ **Eligibility to appear for Examination**

To be eligible to appear for examination in any course, the students are required to fulfill the following conditions;

- They must have paid the all the fees prescribed by the University.
- They should have pursued the concerned course program
- They should submit the examination form in time
- The admission to the course of candidate should have been approved by the University.

➤ **Examination Time-table**

Schedule of Examination dates indicating the date and time of Examination for each program will be sent to all the Regional Centres/Examination Centres within 15 days before the commencement of Examination. The students can obtain the detailed Time-Table from

their nearest Regional Centre or Examination Centre. They can also log on to www.ksoumysore.karnataka.gov.in. No individual intimation will be sent to the students regarding Examination Time Table.

➤ **Rank Declaration Rules**

1. Repeaters are not eligible for declaration of Rank.
2. Those who have passed with grace marks for any paper or improved class (CIG) are not eligible for Ranks.
3. The University will declare rank - 10% of total candidates appeared, subject to a maximum of 10 Ranks per programme.

14. Instructions to Candidates relating to Examination

- The students' shall read carefully the instructions contained in the Examination Notification.
- Students will appear for the examination at the Examination Centre allocated to them and not at any other Centre without specific permission of the Registrar (Evaluation).
- Examination Centre once opted shall not be changed. If students wish to change, they have to obtain the prior permission of Registrar (Evaluation) and they have to pay prescribed fee by submitting examination application form.
- **Announcement of Results:** Results will be announced in the University website (www.ksoumysore.karnataka.gov.in.)
- Repeaters will have to obtain the examination application form from the University website.
- Examination fee has to be paid through any State Bank of India (SBI). Once the fee is paid, it will not be refunded or adjusted for any examination even though a student is absent for a particular examination.
- Students should obtain the admission ticket for the examination from the Chief Superintendent of the examination Centre three days before the commencement of the examination and also can be downloaded from KSOU website, **Admission ticket will not be sent to the candidates by post.**
- Candidate should apply to the **Registrar (Evaluation), KSOU, Mukthagangothri, Mysuru- 570 006**, in the prescribed form for migration certificate along will photo copy of all marks cards by paying the prescribed fee.
- Provisional Pass Certificate will be issued by the Registrar (Evaluation) on request and on payment of prescribed fee, after the declaration of results and issue of final year marks card by the University.
- All circulars, examination notifications and such other correspondences will be sent by ordinary post only. The candidate can also collect the above from Regional Center or Learner Support Center or KSOU Headquarters. The candidates are informed to visit University official website from time to time and get the updated information.
- Marks cards will be dispatched to the student by Registered/Speed post. If the Candidate does not receive the Marks card within a period of 50 days, he / she can download the result sheet from the website and then send it to Registrar (Evaluation), KSOU, Mukthagangothri, Mysuru-06 for needful action. In case of any discrepancy in the marks cards the candidate shall submit for correction.

- In case the Internal Assessment marks of any programme is not reflected in the result, despite of submission of the assignment, such students shall contact the concerned coordinator along with the proof of submission within 30 days of announcement of result.
- Students can write examination in Kannada or in English.

15. Convocation (Certificate / Degree Certificate)

(Refer KSOU website for convocation details)

The University will conduct convocation after results of the respective programmes. Separate communication will also be sent to the students at an appropriate time.

16. Quality Initiatives

In an endeavor to step up the quality of services rendered by the university, Centre for Internal Quality Assurance has been constituted as per the UGC order.

Centre for Internal Quality Assurance (CIQA):

The committee for CIQA interacts with the stakeholders and initiates various measures to promote quality of services at every stage i.e. from the enrolment of students till they accomplish their goals in their academic pursuit.

17. Information and Guidance Cell

Relevant information on issues like programs offered by the University, admissions, study materials, contact program, examinations, results, marks cards, certificates, hostel facility etc. will be provided to the students who visit the University. '**Public Relation Officers**' will be present in the '**Information and Guidance Cell**' situated near the main entrance of the admission block. Students can contact them either in person or through phone and obtain required information. The contact numbers are **98453-63573** and Admission Block **94494-89749**.

Guidance and Counselling:

The student career is a complex and sensitive. Students of the twenty first century are facing new challenges and difficult situations. There is dire need to guide and counseling them in different areas. It may be academic, skill development, career oriented, life skills, placement, higher studies etc. The University establishes full-fledged guidance and Counseling Cell to assist the students.

Interactive Platform:

The University is initiating action to utilize the advantage of information and technology development to meet the learners' needs. Interactive platform, virtual class room, delivery of lectures from experts, digital library services and other supporting services will be created in future.

18. Grievance Redressal Cell

In an endeavor to provide better and timely services to the students, the Karnataka State Open University has established a Grievance Redressal Cell led by coordinators. The cell addresses the problems face by the students, with regard to academic, student support services and examinations. The students are advised to submit the grievance in writing or by telephonic call to the committee. The Committee comprised of the following coordinators:

Sri. Mahesha D.M – (M) 9901249102 and Dr. A.Y. Vijay Kumar - (M) 9845363573

The coordinators concerned will examine the grievance under the provisions of the university and resolve it within a timeframe.

The students can submit their grievances through the link provided in KSOU website. http://ksoumysore.karnataka.gov.in/kannada/pages/Student_Grievance_Reprisal_Cell.aspx

The grievances will be addressed online through UGC SG Portal by the Nodal Officer.

Dr.J.S. Chandrashekar

Nodal Officer, Students Grievance and Redressal Cell,

KSOU, Mysuru. Mobile: 8197242133

19. Other Information

Change of Medium of Instruction

There is provision for changing the medium of instruction the student had opted at the time of admission. The student should submit an application, addressed to **The Assistant Registrar (Admission)** along with fees of Rs.1,000/- remitted to SBI (online) within one month, from the date of admission.

There is provision to obtain the study materials of their choice. Also there is a provision to return the study materials in the same condition as they were received. If the study materials returned are found unsuitable for distribution to other students, they will not be accepted by the study materials section.

Change of Address

If the address given by the student at the time of admission is changed, he/she should write a letter about the change of address to **The Assistant Registrar (Admission), KSOU, Mysuru**. The student should confirm, from the concerned officer, whether the change of address has been entered in the Admission Register or not. It is very important because the study materials, information and application forms etc. sent to the student from time to time, can reach the student only if the address given is correct.

Change of Name

Students are required to submit the following documents to The Deputy Registrar (General) in order to change their names while pursuing their courses:

- Requisition letter for Change of Name.
- Photo Copy of the Judgment (Decree) from the court, containing the declaration of change of name.
- Two stamp size recent photographs
- Fee paid details of SBI
- Attested Photo copy of the SSLC Marks Card / Cumulative Record.
- Attested Photo copy of the PUC Marks Card.
- Attested Photo copy of the Student I.D. Card.
- Attested photo copy of Admission fees details
- Advertised copy of News Paper.

The changed name will come into effect after University Notification.

Duplicate/ Renewal of Identity Card

If the Original Identity Card is lost, students are required to pay fee of Rs.300/- through SBI. The following records have to be submitted in order to obtain duplicate Identity Card:

- a. Student should write a letter to the Deputy Registrar (Admission), KSOU, Mysuru-6.

- b. A Photocopy of previous Identity card (if available), Attested copy of marks card, photo and attested photo proof of Aadhaar Card, office copy of the fee paid details should be enclosed.
- c. The University will issue the Identity Card to the students admitted for first year B.A/B.Com/B.Lib.Sc/M.Lib.Sc./M.A/M.Com/M.Sc (Environment) Degree Program. The students admitted to Second year/Final year of B.A / B.Com / M.A/ M.Com/M.Sc (Environment Science). Degree Program shall preserve the Identity Card and fee paid details of admission and examination.
- d. During the Examination students shall invariably produce the Identity Card along with fee paid details of admission and examination to the invigilator. The University shall not be held responsible if students are denied permission to write the examination due to non-production of the above mentioned documents.

Letter Correspondence

The students may contact **the concerned officer by phone /e-mail/ letter** to get necessary clarification and information during their study period. On such occasions students should mention their name, address, enrollment number, subject of study, medium of instruction and **Phone/ Mobile No.** without fail. This will help to solve the problems quickly. It is mandatory on the part of students to reply to the letters sent by the University on matters pertaining to admission, non-remittance of prescribed fee, study material, written assignments, exam, exam results etc. If students do not respond to the University letters on time in matters mentioned above, the problems cannot be solved quickly for which the University will be not be held responsible. .

Issuing of Transfer Certificate

Transfer Certificate will not be issued to students directly. It will be sent to the institutions where the students pursuing his/her further studies. However the students have to obtain No Due Certificate from the University before applying for Transfer Certificate. It will not be issued for any other purpose other than education purpose.

Student has to submit the prescribed application form and also pay the prescribed fee along with the following documents to **The Deputy Registrar (Admission), Karnataka State Open University, Mukthagangothri, Mysuru-06.**

1. Student must fill the prescribed Application format and submit it along with prescribed fee paid challan of Rs 500/- and attested copies of S.S.L.C., and all the relevant degree marks cards of concerned program B.A/B.Com/B.Lib.I.Sc/M.Lib.I.Sc./ M.A/M.Com/M.Sc Degree Program Marks Cards and Identity Card.
2. T.C. will not be issued if there are any changes in the Name, Roll No., Class Declaration, Subjects etc., in the Marks Cards issued for the students by the University unless proper clarification is sought.

20. Digital Initiatives for Higher Education - UGC

a. SWAYAM

The University will launch a few programmes online as per the directives of UGC / MHRD. For this purpose University has procured DD Free Dish and installed for accessing SWAYAM Prabha Channels. These channels will be used by the teachers while teaching the courses to have a blended learning process mainly to improve the quality of learning.

b. Digital Monitoring Cell

University has established “Digital Monitoring Cell” to review the current use of digital resources and also periodical suggestions will be given to enhance their utilization further.

c. National Academic Depository Cell

National Academic Depository (NAD) is an online store house of academic awards (degrees, diplomas, mark sheets etc.) lodged by the boards/ academic institutions/ eligibility assessment bodies in a digital format that has been launched on 9th July, 2017 by Hon’ble President of India. It is a 24x7 online mode for making available academic awards and helps in validating its authenticity, safe storage and easy retrieval. University has established NAD cell to carry out the activities in this regard. Students shall register to the NAD.

d. National Digital Library

The National Digital library of India (NDL) is a project under Ministry of Human Resource Development, India. The objective is to integrate several national and international digital libraries in one single web-portal. The NDL provides free access to many books in English and the Indian languages. Hence, students are advised to join National Digital Library at <https://ndl.iitkgp.ac.in/> to access more than 80 lakh digital resources without any cost.

Annexure I

Recognition letter of UGC

https://www.ugc.ac.in/ugc_notices.aspx

https://www.ugc.ac.in/pdfnews/9969719_UGC-RECOGNITION-FOR-ODL-PROGRAMMES-2018-19-ONWARDS.pdf

See sl.no. 18 of the list

Annexure II

List of Regional Centres (RC) and Learner Support Centres (LSC)

Sl. No.	RC Code	Place of the Regional Centre	Address of the Head Quarters and Regional Centre	LSC Code	Name & Address of Learner Support Centre
1	01	Mysuru	KSOU Head Quarters KSOU Campus, Mukthagangotri, Mysuru-570 006 Ph: 0821-2519948/ 2500981	01-01	KSOU Head Quarters KSOU, Mukthagangotri, Mysuru-570006 Ph: 0821-2519948/2500981
2				01-02	Cauvery College Gonikoppa-571213. Kodagu District, Ph: 08274-247262
3				01-03	Govt. First Grade College Kushalanagara-571234, Kodagu District M: 98459-57137
4				01-04	Pooja Bhagavat Memorial Mahajana P.G. Centre K.R.S. Road, Metagalli, Mysore-570016, (Only Science Programmes) Ph: 0821-4009616/2581226 M: 94483-82736
5	02	Bengaluru-1	KSOU Regional Centre, Bengaluru Osteen College, Sree Gowri Chambers, No.61, 5 th Main Road, Chamarajpet, Bengaluru-560 018 Ph : (O) 080-26603664 M: 94486-68880	02-01	Abbas Khan College for Women Hazrath Hameedshah Dargah Compound, OTC Road Cubbonpet, Bengaluru-560002 Ph: 080-22210802
6				02-02	Kamala College No. 450, OTC Road, Cottonpet, Bengaluru-560 053 Ph: 080-41223388, M: 94483-73250
7	03	Bengaluru-2	KSOU Women's Regional Centre Govt. PU College for Girls, 13 th Cross, 4 th Main, Malleshwaram, Bengaluru-560 003. Ph : (O) 080-23448811 M: 98445-06629	03-01	Mariyappa First Grade College No. 1/1(3024), 4th 'B' Main Road, 'C' Block, Gayathrinagar, M.K.K. Road, Bengaluru-560 021 Ph: 080-23325332 M: 94484-57698

Sl. No.	RC Code	Place of the Regional Centre	Address of the Head Quarters and Regional Centre	LSC Code	Name & Address of Learner Support Centre
8		Bengaluru-2		03-02	Adithya Institute of Management Studies and Research #12, Kogilu Main Road, Maruthi Nagar, Behind Annapurneshwari Temple, Yelahanka Bangaluru-560064 Ph: 080-28571292/93
9			KSOU Women's Regional Centre, Govt. PU College for Girls, 13 th Cross, 4 th Main, Malleshwaram, Bengaluru-560003. Ph : (O) 080-23448811	03-03	St.George College of Management and Science, OMBR Layout, 3rd Main, 4th Cross, Banaswadi, Bangalore-560043 Ph: 080-25450193 (only for Science Programmes)
10	04	Bellary	KSOU Regional Centre, Bellary Behind Regional Science Center, Near District Stadium, Nellacheravu Pradesha, Bellary-583 104 Mob: 90351-43912	04-01	Veerashaiva College Cantonment, Hosapete Road, Bellary-583 104 Ph: 08392-242185 / 242183 M: 99168-56125
11				04-02	Sri KollinageshwarRao Government First Grade College Gangavathi - 583 227 Koppala Dist. M: 97391-24080
12				04-03	Government College Sindhanoor - 584 128, Raichur Dist. M: 99868-50060
13				04-04	Laxmi Venkatesh Desai College Raichur-584 101 Ph: 08532- 240286, 240707 M: 94486-48807
14	05	Chamarajanagar	KSOU Regional Centre, Chamarajanagar K.H.B. Colony, Ramasamudhra Layout, Near Emmanuel Cristian Public School, Chamarajanagar-571 313 Mob: 87220-80011	05-01	Sevabharati First Grade College Shankarapuram, Chamarajanagara – 571 313 Ph: 08226-224181 M:80509-13070
15				05-02	Mahadeshwara Government First Grade College Kollegala, Chamarajanagara District M: 99160-88707
16				05-03	J.S.S. First Grade College Nanjangud-571301, Mysuru District Ph: 08221-228784/08221-226277 M: 94487-50381
17	06	Chikamagalur	KSOU Regional Centre, Chikmagalur Sai Mandira Road, Madhuvana Layout, Chikamagalur -577 102 M: 81978-18807	06-01	Sri Jagadguru Chandrashekara Bharathi Memorial College Sringeri-577139, Chikamagalore District Ph: 08265-250138 M: 78929-73404

Sl. No.	RC Code	Place of the Regional Centre	Address of the Head Quarters and Regional Centre	LSC Code	Name & Address of Learner Support Centre
18		Chikamagalur	KSOU Regional Centre, Chikmagalur Sai Mandira Road, Madhuvana Layout, Chikamagalur –577 102 M: 81978-18807	06-02	S.J.M. First Grade College of Arts and Commerce Tarikere-577238, Chikamagalur District Ph: 08261-222330 M: 94803-69105
19	06-03			Govt. First Grade College Koppa -577126, Chikamagalur Dist. Ph: 08265-221005 M:94804-12995	
20	06-04			Govt. Women’s First Grade College NMC Circle, Mallanadur Road Chikamagalur – 577 101 Ph: 08262-233871 M:94492-07991	
21	07	Davanagere	KSOU Regional Centre, Davanagere J.H Patel Layout, Behind Shamanur, Naganur Road, Davanagere-577 004 M: 90085-40090	07-01	S.B.C. Women’s Frist Grade College S.S. Layout, “A” Block Davanagere –577 004 Ph: 08192-221669 M: 98444-82100
22				07-02	Sri Shivalingeshwara Swamy Government First Grade College Channagiri- 577 213 Ph: 08189-228058
23				07-03	Sri Jagadguru Murugharajendra College of Arts, Science and Commerce College Chitradurga-577501 Ph: 08194-222506 M: 99863-17379
24	08	Dharwad	KSOU Regional Centre, Dharwad Karnataka University Public School Campus, KCD Road, Opp. LIC Office, Dharwad–580 008 Ph : (O) 0836-2441199 M: 89054-37178	08-01	Shri Manjunatheshwara Institute of UG and PG Studies, (J.S.S Arts, Commerce and Science College) Vidyagiri, Dharwad –580 004 Ph: 0836-2461184 M: 94809-22111
25				08-02	Anjuman E-Islam Nehru Arts Science & Commerce College Hubli –580 020, Dharwad District Ph: 0836-2263369 M: 93431-06361
26				08-03	Lingaraj College College Road, Belagavi -590 001 Ph: 0831-2420027 M: 94819-82242
27				08-04	Sri Rudragowda Patil Government First Grade College, Bilagi - 587 116, Bagalkot District M: 94482-16405
28				08-05	Basaveshwara Arts & Commerce College, Gadag – 582 101, Gadag District Ph: 08372-274355 M: 95355-65544

Sl. No.	RC Code	Place of the Regional Centre	Address of the Head Quarters and Regional Centre	LSC Code	Name & Address of Learner Support Centre
29	09	Hassan	KSOU Regional Centre, Hassan S.M.Krishna Nagar, Arasikere Road, Doddapura (Post), Hassan-573 118 M: 89040-36090	09-01	Smt. Belliyamma Eregowada First Grade College B.M. Road, Hassan-573201 Ph: 08172-235400 M: 94482-20438
30				09-02	Government First Grade College Holenarasepura-573 211, Hassan District Ph: 08175-273319 M: 94487-92588
31				09-03	Sri. Hoysaleshwara College Arasikere- 573 103, Hassan District Ph: 08174-232367 M: 98446-66653
32				09-04	Sri. Adhichunchanagiri First Grade College Channarayapatna-573116, Hassan District Ph: 08176-252266 M: 94480-48749
33	10	Kalburgi	KSOU Regional Centre, Kalburgi Institute of Kannada Studies, Gulbarga University Campus, Kalburgi-585 106 Ph : (O) 08472-265868 M: 99167-83555	10-01	Dr. B.R. Ambedkar Arts & Commerce College Darga Road, Kalaburagi-585 101 M: 94488-30256
34				10-02	Karnatak Arts, Science & Commerce College Hyderabad Road, Bidar- 585 401, Bidar District Ph: 08482-226503/224707 M: 94488-90977
35				10-03	Government First Grade College Navabag, Khaza Colony, Vijayapura-586 101 Vijayapura District, M:99721-53164
36				10-04	Government First Grade College Yadgiri-585 202, Yadgiri District M: 94486-51191
37	11	Karwar	KSOU Regional Centre, Karwar 1 st Floor, Old U.S.K..V. Building, Savitha Circle Main Road, Karwar-581 301 M: 89716 18663	11-01	Govt. Arts & Science College Karwar-581 301, U.K District Ph: 08382-226362 M: 94496-29599
38				11-02	MES-MM Arts & Science College Sirsi, Uttara Kannada District Ph: 08384-236377, M: 86188-66854
39				11-03	Dr.A.V.Baliga Arts& Science College, Kumta-581 343, U.K Dist. Ph: 08386-222067 M: 94499-92160
40				11-04	Govt First Grade College & P.G. Center, Prabhatha Nagar, Honavara-581 334, Uttara Kannada District Ph: 08387-220090 M: 96204-27548

Sl. No.	RC Code	Place of the Regional Centre	Address of the Head Quarters and Regional Centre	LSC Code	Name & Address of Learner Support Centre
41	12	Kolar	KSOU Regional Centre, Kolar Behind S.P. Office, Near R.L.Jalappa Hospital, Kolar-563 101 M: 89702-23247	12-01	Government College For Boys Kolar Old Bus Stand Road, Gowripet, Kolar-563 101 , Kolar District. Ph:08152-222014 M: 94495-27604
42				12-02	Bangalore North University Sri Devraj Urs Extension, Tamaka-563103,Kolar Ph: 08152-23157900
43				12-03	Government Boys College Chintamani- 563 125 , Chikkaballapura District M:94807-94828
44				12-04	K.G.F. First Grade College Oorgaum. K.G.F-563120 , Kolar Dist. Ph: 08153-260383 M: 94485-87151
45				12-05	Sharada First Grade Women's College, Muthyalpet, Mulabagal – 563 131 , Kolar Dist Ph: 08159-243166, M: 99646-56884
46	13	Mandya	KSOU Regional Centre, Mandya C.S-11 (A) 'E' Block, Vivekananda Nagar Layout, Hollalu Melukote Road, Mandya-571 401 M: 99644-95936	13-01	Bharathi Collge Bharathi Nagara (K.M.Doddi), Maddur-571404 , Mandya Dist. Ph: 08232-235034, M: 94498-03676
47				13-02	H.K.Veerannagowda First Grade College, Maddur– 571 428 , Mandya Dist. Ph: 08232-232371 / 232763 M: 99008-50719
48		Mandya	KSOU Regional Centre, Mandya C.S-11 (A) 'E' Block, Vivekananda Nagar Layout, Hollalu Melukote Road, Mandya-571 401 M: 99644-95936	13-03	Shanthi Arts,Commerce & Science CollegeMalavalli – 571 450 , Mandya Dist Ph: 08231-242029 M: 76248-77240
49	14	Mangaluru	KSOU Regional Centre, Mangaluru Vokkaligara Yane Gowdara Seva Sangha, 3 rd Floor, (Near Shirdi Saibaba Temple, Udupi Main Road), Ashokanagar Post, Ladyhill, Mangaluru–575 006 Ph : (O) 0824–2454697 M: 99450-58950	14-01	Dr. Dayanand P.Pai, Sathish P. Pai Government First Grade College, Carstreet, Mangalore - 575 001 , Dakshina Kannada District 96634-37451
50				14-02	St.Philomina College Philonagar, Darbe post, Puttur –574 202 , Dakshina Kannada District Ph: 08251-230340 M: 94496-39648

Sl. No.	RC Code	Place of the Regional Centre	Address of the Head Quarters and Regional Centre	LSC Code	Name & Address of Learner Support Centre
51		Mangaluru	KSOU Regional Centre, Mangaluru Vokkaligara Yane Gowdara Seva Sangha, 3 rd Floor, (Near Shirdi Saibaba Temple, Udupi Main Road), Ashokanagar Post, Ladyhill, Mangaluru-575 006 Ph : (O) 0824-2454697 M: 99450-58950	14-03	Sri Dharmasthala Manjunatheshwara College Ujire -574 240, Dakshina Kannada District Ph: 08256-236488 M: 98860-55441
52				14-04	Government First Grade College Vitla -574 242, Dakshina Kannada District Ph: 08255-239827 M: 94488-58684
53	15	Ramanagara	KSOU Regional Centre, Ramanagara Chamundeshwari Educational Trust (R), Shatiniketan Group of Institutions, B.M. Road, Vivekanandanagar, Ramanagara-562 159 Ph : (O) 080-27274443 M: 98805-26439	15-01	Shanthinikethana College of Science and Management Studies B.M. Road, Vivekanandanagara, Ramanagara-571511 Ph: 080-27272181 M: 99015-37369
54				15-02	Rural College, Kanakapura -562117, Ramanagar Dist. Ph: 080-27522434 M: 99454-20412
55	16	Shivamogga	KSOU Regional Centre, Shivamogga Alkola Circle, Near LIC Office, Sagara Road, Shivamogga-577 201 M: 91644-67131	16-01	D.V.S. College of Arts & Science Sir M. V. Road, Basaveshwara Circle, Shivamogga-577 201 . Ph: 08182-278455 M: 94484-93429
56				16-02	Tunga Mahavidyalaya Anandageri, Theerthahalli - 577 432 Ph: 08181-228262 M: 94487-74563
57				16-03	Lalbahadur Arts & Science & S.B. Solabannashetty Commerce College , Sagara-577 401 M: 73384-64187 99453-47982
58	17	Tumkuru	KSOU Regional Centre , Tumkuru CA-07, Tuda Layout, Rajivgandhinagara, Melekote, Tumkuru-572 105 M: 97311-52404	17-01	University Science College Tumkur-572103 Ph: 0816-2254546 0816-2255596
59				17-02	Smt & Sri Y E Rangaiah Shetty Government First Grade College Pavagada - 561 202, Ph: 08136-245456
60				17-03	Govt. First Grade College Gubbi -572216, Tumakuru District Ph: 08131-222265 M: 94484-43466
61				17-04	Government First Grade College Madhugiri -572 132 Ph: 99458-74781, M: 89717-42314
62	18	Udupi	KSOU Regional Centre, Udupi Old Jillapanchaith Building, 2nd Floor Banaje, Udupi-576 101 Ph : (O) 0820-2522247 M: 99725-26647	18-01	M.G.M. College Udupi-Manipal Hwy, Kunjibettu, Udupi-576102 Ph: 0820 252 0359/ 2530410 M:92422-33968
63				18-02	Dr G Shankar Government Women First Grade College & PG Centre , Ajjarakadu, Udupi - 576 101 Ph 0820-2527955M: 99868-41279

Sl. No.	RC Code	Place of the Regional Centre	Address of the Head Quarters and Regional Centre	LSC Code	Name & Address of Learner Support Centre
64		Udupi	KSOU Regional Centre, Udupi Old Jillapanchaith Building, 2nd Floor Banaje, Udupi-576 101 Ph : (O) 0820-2522247 M: 99725-26647	18-03	Sri Bhuvanendra College Karkala , Udupi Dist-574 140 Ph: 08258-233214 M: 92412-23789
65				18-04	Government First Grade College Agumbe - Udupi Highway, Hiriadka-576113 , Udupi District. Ph: 0820-2542575 M: 91641-65883

Special Learner Support Centre

Sl. No.	RC Code	Place of the Regional Centre	Address of the Head Quarters and Regional Centre	LSC Code	Name & Address of Learner Support Centre
66	01	Mysuru	KSOU Head Quarters KSOU Campus, Mukthagangotri, Mysuru-570006 Ph: 0821-2519948/ 2500981	01-05	Central Prison Near St. Philomina Church, Ashoka Main Road, Mysuru-570001 Phone: 0821 249 2089

Note:

1. The list of Learner Support Centres is provisional.
2. The University reserves the right to change the Learner Support Centre opted by the candidate on unavoidable circumstances.

Instructions to Scheduled Caste and Scheduled Tribe Students Seeking to avail, Fee Exemption of Fee and its Reimbursement to Karnataka State Open University from Social Welfare Department

The SC and ST students who wish to seek Fee Exempted Admission during the academic year may avail the same, subject to reimbursement of their fee from the Social Welfare department, Karnataka Government (hereinafter referred to as Fee Exemption) and on strict compliance of the following

1. The candidates belonging to SC or ST category may avail the facility of fee exempted admission, subject to the approval of the concerned authorities of KSOU provided:
 - a) His / her annual income including the income of parents/ Guardian and of their spouse (if married) shall be within Rs.2,50,000/- (Rupees two lakh fifty thousand only). The candidate shall produce the attested copy of his/her Caste Certificate (valid in force) and the income certificate issued by the Tahasildar of the area where he/she normally resides as the document of evidence. The income certificate so produced shall be compulsorily valid till December. The re-printed date of the income certificate will not be considered as validity date.
 - b) The candidate shall register his/her name along with Thumb and other impression as may be required, through online login procedures in their native Taluk Social Welfare office, Govt. of Karnataka or other websites which may be prescribed from time to time by the Social. Welfare department. At the time of the admission the candidate shall feed the required information as prescribed, through online login and produce the hard copy of the on-line application without fail. This will apply to both fresh admissions and renewal of admissions to subsequent years of their Course.

<http://sw.kar.nic.in> OR <http://164.100.80.23.swl>. Obtain the print copy of the on line login. Further the student shall produce print copy and the hard copy of the documents mentioned below for verification of the University.

Students belonging to ST category may login through:

Students belonging to ST category who have already logged in online and who have to login a fresh shall login through: www.scholarship.gov.in of National scholarship portal main student register voluntarily, obtain new temporary registration-ID number. Upload the scanned copies of the documents listed below and fill in the respective columns of the said portal through online and obtain the print copy of the same. Further the student shall produce print copy and the hard copy of the documents mentioned below for verification to the University.

(Special instruction: while filling the on-line application particularly at the time filing "SELECT: TALUK" and "SELECT: DISTRICT", the candidate shall enter the Taint(and District based on his/ her saline hank & Caste and Income Certificate.)

- c) The candidate, if unemployed, shall submit attested photo copy of the current year's Unemployment Certificate issued by the Tahsildar or the original Affidavit on the prescribed stamp paper sworn to before the Notary public stating that lie/she is unemployed.

If any/both parent/s of the candidate is in Government employment, he/she shall produce latest salary certificate of their parent/s without fail.

If the candidate is working in Government, public sector, private sector on permanent/ temporary/ contract basis claiming fee exemption shall submit their latest salary certificate and the Original N.O.O of his/her employer in "form-A" given below and also their caste and income certificate, (*refer Paragraph: la above*).

- d) The candidate shall produce the attested photocopy of his/her photo identity and address proof issued or recognized by the State/Central Government. viz, Voter ID card, valid driving license, PAN card, Ration card with photograph, Pass book with photograph issued by any Nationalized bank.
- e) As Per the orders ತಾಸಅಕ/ಮೆ.ನ.ವಿ.ವೇ/ಸಿ.ಆರ್/2015-16ದಿನಾಂಕ:01.04.2015 of the Social Welfare department, the candidates shall produce the attested photo copy of Aadhar Card without fail.
- f) The candidate shall produce without fail the attested copies of SSLC marks card and all the marks cards of his previous study/course.
- g) The candidate shall submit without fail the Photostat copy of the identity card which could be issued by the admission section of KSOU to the KSOU SC/ST Cell or the concerned regional center after his /her admission or renewal.
- h) If the father or mother of any candidate is dead then the candidate shall produce the death certificate without fail.

2. Fee Exemption facility is available to a SC and ST candidate to one course at a time (candidate applying to 2' or an equivalent courses will not be eligible to concession).

Details of fee concessions / exemptions available to the 5C and ST candidates

Types of concession available	Fee not eligible for concession (candidate shall pay)
Registration fee	Penal fee
Tuition Fee (student shall admit himself to the subsequent years of progame without break)	Re-enrolment fee (if the student fails to admit himself to the subsequent year/s of program without break)
Laboratory fee	Change of medium of instruction fee
Direct admission to B.A/B.Com./M.A./ M.Sc/MBA/M.Com and other professional/technical courses	Change of Study Centre fee
Examination fee (for First attempt taken in the year of admission only)	Repeaters/supplementary examination fee
MPP Fee	Revaluation/Re-totalling
-	Class improvement fee
-	Change of Exam Centre fee
-	Provisional Pass Certificate fee
-	Duplicate Identity card fee
	Any other fee

Candidates shall read the prospectus thoroughly regarding the above.

1. **Fee Exemption** facility is not available to Non-Karnataka SC and ST candidates and also to the Non-Resident Karnataka students.
2. KSOU has opened 17 Regional Centers all over Karnataka. These centers are established to guide and advice the students admitting to

B.A/B.Com and M.A/ M.Com. Candidates who wish to avail **Fee Exemption** shall fill the required information as prescribed through on-line login and produce the hard copy of the on-line application form in triplicate and submit the same in duplicate with enclosures along with his/her admission application form. The candidate coming within limits of Mysore district shall submit in the admission form along with its enclosures and on-line login hard copy and enclosures to KSOU head office, Mysore.

On-line login hard copy and enclosures shall be submitted in-person by the candidate himself/ herself to the SC &ST Cell of KSOU for approval, an attested copy of the same shall be submitted along with the admission application to the admission Section of KSOU. Likewise, the candidates from other districts shall submit in person the admission form along with enclosures with on-line login hard copy and its enclosures, in duplicate to his/her nearby Regional center to avail **Fee Exemption**.

Candidates seeking **Fee Exemption** shall compulsorily submit the necessary forms and documents in-person to the KSOU Head Office Mysore or the regional center as the case may be and sign the prescribed declaration in that regard. Further submission through post, courier or through third persons will not be accepted.

Students who have availed **Fee Exemption** to first year B.A/B.Com and M.A/M.Com in any of the regional centers of KSOU shall admit themselves for second /final year B.A/B.Com., and final year M.A/M.Com at the same regional center.

Students who wish to admit themselves to any courses listed in the KSOU prospectus under this scheme, other than BA/B.Com and M.A/M.Com shall submit the necessary forms & documents in person to the KSOU head office Mysore only & sign the prescribed declaration in that regard.

3. Admission availed under **Fee Exemption** scheme will not be cancelled for any reasons and the documents submitted at the time of admission will not be returned for any reasons. Under unavoidable circumstances and on the application of the student to cancel his/her admission, the University reserves the right to cancel, provided in that case the candidate shall pay the full fee fixed to the course to which he has been admitted.
4. Candidate opting **Fee exemption** scheme shall purchase the admission form and the prospectus and submit the filled-in form and necessary enclosures (attested copies of the marks cards and the original T.C) along with prescribed scholarship form and its enclosures.(refer the above paragraphs and the relevant portion of the prospectus)
5. The candidates may avail Exemption of examination fee, only for the first attempt made in the first year of his/her admission. Student opting to avail the same shall comply the above formalities in full. Fee exemption is not available for subsequent attempts and repeaters.
6. "**Fee Exemption**" is subject to reimbursement of exempted fee from Social Welfare Department to KSOU, rejection/part payment of the same would entitle the University to recover all the fee or portion of the fee there of from the concerned student. Also the University reserves the right to

disallow writing of any examination, with hold examination hall tickets or results or certificates if the fee is not recovered.

7. Any information / documents furnished by the candidate to avail **Fee Exemption**, if later found to be false/fake, then his / her admission automatically stands cancelled and the university reserves right to initiate suitable legal action.
8. **Fee Exemption** is applicable only to the University programmes listed in this prospectus.

"Form - A"

NOC from the employer to be submitted by the SC/ST Candidates claiming fee exemption

Mr/Mrs/Ms5 / o , D / o , W / o is an employee of working on permanent/ temporary/contract basis as he/she is drawing a gross salary of Rs per month. The under signed has no objection for him / her to join studies/course in Karnataka State Open University, Mysore.

Schedule Castes and Schedule Tribes Students Fee Reimbursement

The Students who wish to seek reimbursement of fee, during the Academic Year after paying the Examination Fee (as early as possible) shall obtain necessary information from the Taluk Social Welfare office or Office of the Project Co-coordinator, Integrated Tribal Development Project or Tribal Welfare Officer & submit the scholarship application through on-line login, obtain the on-line hard copy, along with the following documents to the KSOU head office, Mysore or concerned Regional Centers of the Karnataka State Open University where the student has availed his/her admission.

Documents to be enclosed

1. The candidate shall feed the required information as prescribed, through on-line login and produce the hard copy of the on-line application with the following documents. This will apply to both fresh admissions and renewal of admissions to subsequent years of their Course. KSOU will not be responsible in any manner for delay in registration or on-line log-in etc.

Students belonging to SC category may login through

<http://sw.kar.nic.in> OR <http://164.100.80.23.swl>. Obtain the print copy of the on line login. Further the student shall produce print copy and the hard copy of the documents mentioned below for verification of the University.

Students belonging to ST category may login through

Students belonging to ST category who have already logged in online and who have to login a fresh shall login through: www.scholarship.gov.in of National scholarship portal main student register voluntarily, obtain New temporary registration-1D number. Upload the scanned copies of the documents listed below and fill in the respective columns of the said portal through online and obtain the print copy of the same. Further the student shall produce print copy and the hard copy of the documents mentioned below for verification to the University.

- a. His / Her annual income including the income of parents/ Guardian and of their spouse (if married) shall be within the limit at present Rs.2,50,000/- (Rupees two lakh fifty thousand only).
 - b. The candidate shall produce the attested copy of his/her Caste Certificate (valid in force) and the income certificate issued by the Tahsildar of the area where he/she normally resides as the document of evidence. The income certificate so produced shall be compulsorily valid till December. The re-printed date of the income certificate will not be considered as validity date.
 - c. The candidate, if unemployed, shall submit attested photo copy of the current year's Unemployment Certificate issued by the Tahsildar or the original Affidavit on the prescribed stamp paper sworn to before the Notary public stating that he/she is unemployed.
 - d. If any/both parents of the candidate is in Government employment, he/she shall produce latest salary certificate of their parent/s without fail.
 - e. If the candidate is working in Government, public sector, private sector on permanent/ temporary/ contract basis claiming fee reimbursement shall submit their latest salary certificate and Personal Income Certificate.
2. Submit original fees paid receipts (both admission and examination fee) .
 3. As Per the orders ತಾಸಕ/ಮೆನವಿವೇ/ಸಿಆರ್/2015-16, ದಿನಾಂಕ: 01.04.2015 of the Social Welfare department, the candidates shall produce the attested photo copy of Aadhaar Card without fail.
 4. The candidate shall produce the attested photocopy of his/her photo identity and address proof issued or recognized by the State/Central Government. viz, Voter ID card, valid driving license, PAN card, Ration card with photograph.
 5. The candidate shall produce without fail the attested copies of SSLC marks card and all the marks cards of his/her previous study/course.
 6. The Student shall submit attested copy of the S.B account pass book of any of the Nationalized Banks showing account number, Name of the bank, Branch and IFSC Code and photograph.
 7. The Student shall enclose Photocopy of Identity Card (fresh as well as renewal of admission) issued by the University.
 8. Candidates of professional courses like M.B.A, B.Ed, shall produce both personal salary certificate and family income certificate without fail.
 9. If the any of the parent/s any candidate is dead then the candidate shall produce the death certificate.
 10. The Student, who has discontinued the Program But Taken re-admission to the same Program shall submit attested Photocopy of the Transfer Certificate if he/ she taken admission to any other Program in KSOU or some other institution in between;
 11. Photocopies shall be duly attested by the any Gazetted Officer. [self-attested copy will be rejected];

12. The Student shall submit application during the year of admission to the programme and within the due date, failing which application will be rejected,
13. The Office of the District/Taluk Social Welfare Department reserves the right to reject or accept the application. The University owes no responsibility in this regard.

Check List to be produced by the SC/ST candidates for Fee Exemption

(Candidate shall fill completely, signed & handover to KSOU SC/ST Cell/Regional Centre)

Name of the Candidate : Programme/Course :

Sl. No	Details	Enclosed	Not Enclosed
01	Online Login Hard Copy		
02	Original filled in application for fresh admission / renewal		
03	Details regarding Select district and Select: Taluk fields while filling Online application	Specify Dist. & Taluk	
04	Attested Copy of the Caste certificate		
05	Attested copy of the Family income Certificate which is having validity for one year from December of every year		
06	Attested Copy of SSLC Marks card		
07	Attested Copies of the all the marks cards of previous study		
08	a) Attested Copy of Unemployment certificate obtained from the jurisdictional Thasildar of the current year Or Original Affidavit sworn to before the Notary regarding Unemployment in prescribed value Stamp paper		
	b) Attested Copy of the latest salary certificate of the candidate's parents in case he or she (parents) is Government employee		
	c) Attested Copy of latest salary certificate in case the candidate is working in Government, public sector, private sector on permanent / temporary / Contract basis		
	d) The Original N.O.C of his / her employer in "Form-A"		
09	Original Personnel salary certificate and attested Copy of family income certificate		
10	Attested Copy of address proof with Photo		
11	Attested Copy of Aadhaar card		
12	Original Transfer Certificate		
13	Attested Copy/s of the death certificate in case of death of one/both parent		

Date:

Signature of Candidate/Student

Instructions:

1. Candidates shall cautiously fill in all the fields of form fully without room for any mistakes.
2. In case any doubts regarding filling up of forms, the Candidates may clarify the same from the concerned Taluk Social Welfare Officer or to the Office of the Project Co-ordinator, integrated tribal development Project/ Tribal Welfare officer.
3. Candidates shall produce the above documents in duplicate. The attestation of the documents wherever required shall be made by gazetted officer.
4. Candidates shall produce Original Transfer Certificate if available; if not available the candidate shall collect the requisition letter for forwarding TC from the KSOU Admission section addressed to previous studied institution and see that the TC should reach KSOU from the previous studied institution.
5. Candidates shall produce the Photocopy of the Identity Card issued by the admission section /regional center of KSOU to the KSOU SC/ST Cell or the concerned regional center after his /her admission or renewal.
6. Candidates should keep one set of above documents (attested) to produce in examination section in later stage.

Annexure-IV**List of Gold Medals and Cash Prizes for Meritorious Students****M.A in Urdu**

Sl. No.	Name of the Endowment	Instituted Year	Post Graduate Programme
1.	Dr.Mumtaz Ahmed Khan Endowment Gold Medal	2000	M.A Urdu
2.	Abdul Gaffar Sheriff Gold Medal	2001	M.A Urdu

Details of General Fee

Sl. No.	Description	Amount (Rs.)
01	Change of Name	1,000/-
02	Duplicate set of printed Study Materials (each block)	50/-
03	Re-enrollment fees for BA/B.Com., after one year break	1,000/-
04	Re-enrollment fees for BA/B.Com., after two years break	2,000/-
05	Issue of No Due Certificate / Transfer Certificate	500/-
06	Issue of Study Certificate	500/-
07	Change of Study Centres	1,000/-
08	Change of Medium of Instruction	1,000/-
09	Duplicate Identity Card	300/-
10	Eligibility Fee for NRI / Foreign students	15,000/-
11	Direct Admission Fee for II year BA/B.Com.,	3,000/-
12	Direct Admission Fee for III year BA/B.Com.,	3,000/-
13	Study Certificate for NRI / Foreign Students / Bonafied Certificate	2,000/-

Note : NRI/Foreign students should submit student VISA or Provisional Student VISA and Passport with registered letter from “**Foreigners Registration Officer, Office of the Police Commissioner**”. All original letters with attested (by any Gazetted Officer) copies to be submitted, after the documents verification and finalized by the Equivalence Committee.

Examination related Other Fee

Sl. No.	Description	Amount (Rs.)
01	Change of Examination Centre	1,000/-
02	Revaluation per Paper / Course	1,000/-
03	Photo copy for each Paper / Course	1,000/-
04	Duplicate Marks Card (Additional Search Fee Rs.50/- per year)	600/-
05	Consolidated Marks Card (Additional Rs.50/- for delay per year)	600/-
06	Migration Certificate (Additional Rs.50/- Search Fee per year)	600/-
07	Provisional Pass Certificate	600/-
08	Convocation Fee (in-person – Medalists & Rank holders)	800/-
09	Convocation Fee (in Absentia – Additional Search Fee per year Rs.50/-)	900/-
10	Genuinity Certificate	600/-
11	Genuinity Certificate/Verification Certificate for 1 (Transcription)	4,000/-
12	Extra postal charges outside India	2,000/-
13	Correction of Marks Cards (per Marks Card)	200/-
14	Duplicate Degree Certificate (Search Fee Rs.50/- per year)	900/-
15	Rank Certificate Fee	600/-

Note:

- Mode of payment will be intimated in the University website.

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