

**KONERU LAKSHMAIAH EDUCATION FOUNDATION**  
**CENTRE FOR DISTANCE & ONLINE EDUCATION**

**STUDENT HANDBOOK 2022-23**

## INTRODUCTION

Welcome aboard the KL (Deemed to be) University to have an enjoyable and successful time as a student.

This handbook helps you to familiarize with important features such as rules and regulations, various program structures, academic calendar, learning plan, live sessions and schedules, assessment criteria, academic counselling, and grievance redressal procedures. It also leads you to contact the coordinators and the faculty of your respective program as well as familiarises with the Learning Management System (LMS) and ERP.

The Centre for Distance and Online Education (CDOE) has highly experienced faculty who have expertise in their subject area and can deliver the course to the satisfaction of the students. They are student-friendly and are highly approachable for necessary clarifications related to the courses. CDOE has also a student counselling centre for guidance on academic matters and a grievance redressal cell to address students' problems related to their programs of study.

*Wish you a joyous academic journey with us in the days to come!*

## PROGRAMS OFFERED

KL (Deemed to be) University offers the following courses in the academic year 2022-23

### Undergraduate Programmes (3 Years)

- Bachelor of Business Administration (BBA)
- Bachelor of Computer Applications (BCA)
- Bachelor of Commerce (B.Com.)

### Postgraduate Programmes (2 years)

- Master of Business Administration (MBA)
- Master of Arts (English)
- Master of Science (Mathematics)

All programs are approved by the respective regulatory bodies and the University follows a four-quadrant approach to deliver the programs to make learning more effective.

- Quadrant I – e-tutorial
- Quadrant II – e-content
- Quadrant III – Web resources
- Quadrant IV – Self- Assessment

Important: Live sessions through online are conducted on Saturdays and Sundays for 12 weeks for each course to facilitate the availability of those students who are employed and are unable to attend the conventional classes. Each student will be provided with Self-Learning Material (SLM) for all courses through Learning Management System (LMS) which facilitates 24x7 accessibility to learn at their own pace.

Note: The maximum period allowed to complete the respective courses are as follows:

S.No.	Programme Name	Programme Duration	Maximum Duration
1	Bachelor of Business Administration (BBA)	3 Years	6 Years
2	Bachelor of Computer Applications (BCA)	3 Years	6 Years
3	Bachelor of Commerce (B.Com)	3 Years	6 Years
4	Master of Business Administration (MBA)	2 Years	4 years
5	Master of Science (M.Sc) Mathematics	2 Years	4 years
6	Master of Arts (MA) English	2 Years	4 years

## COORDINATORS OF VARIOUS PROGRAMS



Dr. N. Durga Prasad

Co-Ordinator for BBA Programme

**Dr. N. Durga Prasad** is a distinguished faculty for the past 9 years teaching both finance and marketing at graduation and post graduation levels in different Institutions in Andhra and Telangana. He is currently an Assistant Professor in KL Business School and Coordinator for BBA Programme at Centre for Distance and Online Education in Koneru Lakshmaiah Education Foundation, Andhra Pradesh, India. He received his master's degree at JNTU Kakinada, Andhra Pradesh and his Ph.D. at National Institute of Technology Warangal in Finance specialisation.

Dr. Navulla published nearly 25 articles in various national, international and Scopus indexed journals and attended a number of national and international conference. He received excellent paper award in Internal Conference held at National University of Singapore. He has considerable experience in virtual teaching and is quick to adapt to technological changes taking place in teaching-learning process from time to time.



### Co-Ordinator for BCA Programme

**Dr. A. Sivaramakrishnan**, an accomplished professional, is an Associate Professor of Computer Science at the Centre for Distance and Online Education, Koneru Lakshmaiah Education Foundation. With a Ph.D. in Computer Science specializing in Medical Image Processing, he brings 21 years of teaching and industry experience, establishing himself as an expert in the field. Notable roles at universities in Zambia, Ethiopia, and India showcase his diverse background. Dr. Sivaramakrishnan's research focuses on Image Processing, Artificial Intelligence, and Machine Learning, resulting in significant contributions through papers, patents, and books. Recognized as a Microsoft Certified Professional, he exemplifies expertise in computer science. With a dedication to excellence, Dr. Sivaramakrishnan continues to shape and inspire the field, advancing knowledge in his areas of expertise.



Dr. A Raju

Co-Ordinator for B.Com Programme

**Dr. Arumugam Raju** is currently working as an Assistant professor and the Coordinator for B.Com programme at Centre for Distance and Online Education in KoneruLakshmaiah Education Foundation, Vaddeswaram, Guntur, Andhra Pradesh, India. He did his Ph.D. from Periyar University, Tamilnadu. His areas of research interest are accounting and finance. He has 12 years of experience in teaching accounting and finance courses at various Institutions in India at both undergraduate and post-graduate levels.

He guided fifteen scholars of M.Phil degree course and have all been awarded by Bharathiar and Periyar universities. He is now supervising three research scholars for Ph.D. of Periyar University. He published about 30 research papers in both national and International journals including Scopus indexed. He has authored a textbook on “Accounting and Finance”.



### Co-Ordinator for MBA Programme

**Prof. U. K. Shukla**, Program Coordinator at the Centre for Distance and Online Education, Koneru Lakshmaiah Education Foundation, is an accomplished individual with an MBA, M.Phil., and SET qualification. With 30+ years of industry and academic experience, he has excelled in syllabus framing, project development, and organizing conferences. His international teaching experience and association with institutions like Symbiosis highlight his commitment to excellence. Prof. Shukla is Vice-Chairman of the MBA Central Valuation Board, chairs technical sessions at international conferences, and specializes in Special Economic Zones research. Proficient in various methodologies, he contributes to academic research as an international journal reviewer, elevating its quality.



Dr. Arnab Chatterjee

### Co-Ordinator for MA (English) Programme

**Dr. Arnab Chatterjee** is an Associate Professor of English at Koneru Lakshmaiah Education Foundation (Deemed to be University), Vaddeshwaram, Vijayawada, Andhra Pradesh, India. Prior to this, he was an Associate Professor at the Budge Budge Institute of Technology, Kolkata. He has around 13 years of experience in both ODL as well as conventional modes of instruction. He has taught at NSOU, IGNOU, DDE, Rabindra Bharati University, Kolkata and DDE, The University of Burdwan, West Bengal. He is a member of prestigious institutions like the Sahitya Akademi, New Delhi, and the Modern Language Association of America, USA. He is also a prolific poet and has his own Amazon author page. His area of interests in the ODL/OL mode of instruction include learner satisfaction and the ARCS model and a peep beyond it.





### Co-Ordinator for M.Sc(Mathematics) Programme

**Dr. Basua Debananda** is an Assistant Professor, Programme Coordinator (MSc Mathematics OL) at Koneru Lakshmaiah Education Foundation (Deemed to be University), Vaddeshwaram, Vijayawada, Andhra Pradesh, India. He has around 5yr teaching & 4yr research of experience. Currently, working as an assistant professor and Programme coordinator in CDOE, KL Deemed to be University. He perused his Ph.D. in mathematics from BITS-Pilani, Hyderabad Campus. Prior to that, he served as a lecturer for 3 years and 4 months at the Central University of Odisha. He have 10 years of teaching and research experience in the field of mathematics.

## ACADEMIC CALENDAR FOR ACADEMIC YEAR 2022 – 2023

### I Semester

BBA, B.Com, BCA, M.A (English), M.Sc (Mathematics) & MBA Programs

Calendar Year Admissions

<b>I Year – I Semester</b>		
<b>Start Date</b>	<b>End Date</b>	<b>Activity</b>
19-09-2022	20-09-2022	Registration & Onboarding
21-09-2022	--	Commencement of Semester
01-10-2022	--	Commencement of Live Sessions
07-11-2022	14-11-2022	Sem-In Assessment I
19-11-2022	--	Student Feedback & Counselling
26-12-2022	02-01-2023	Sem-In Assessment II
09-01-2023	--	Student Feedback
09-01-2023	--	Last Instruction Day
28-01-2023	29-01-2023	Sem End Examinations
04-02-2023	05-02-2023	
11-02-2023	12-02-2023	
18-02-2023	19-02-2023	

<b>I Year – II Semester</b>		
<b>Start Date</b>	<b>End Date</b>	<b>Activity</b>
21-04-2023	21-04-2023	Registration & Onboarding
21-04-2023	--	Commencement of Semester
29-04-2023	--	Commencement of Live Sessions
<b>05-06-2023</b>	<b>12-06-2023</b>	<b>Sem-In Assessment I</b>
30-05-2023	--	Student Feedback & Counselling
<b>17-07-2023</b>	<b>24-07-2023</b>	<b>Sem-In Assessment II</b>
26-07-2023	--	Student Feedback
26-07-2023	--	Last Instruction Day
12-08-2023	13-08-2023	Sem End Examinations
19-08-2023	20-08-2023	
26-08-2023	27-08-2023	
02-09-2023	03-09-2023	

## LEARNING PLAN

WEEK	Activity	Syllabus To be covered	Start date	End date
WEEK 1	Read text	Chapter 1	Monday, September 19, 2022	Sunday, September 25, 2022
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 2	Read text	Chapter 2 & 3	Monday, September 26, 2022	Sunday, October 2, 2022
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 3	Read text	Chapter 4 & 5	Monday, October 3, 2022	Sunday, October 9, 2022
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 4	Read text	Chapter 6 & 7	Monday, October 10, 2022	Sunday, October 16, 2022
	View PPT			
	View Video			
	Attempt assessment questions			
	Discussion Forum			
WEEK 5	Revision for Internal Assessment I	Revision	Monday, October 17, 2022	Sunday, October 23, 2022
WEEK 6	Internal Assessment I	Internal Assessment I	Monday, October 24, 2022	Sunday, October 30, 2022
WEEK 7	Read text	Chapter 8 & 9	Monday, October 31, 2022	Sunday, November 6, 2022
	View PPT			
	View Video			
	Attempt assessment questions			
WEEK 8	Read text	Chapter 10 & 11	Monday, November 7, 2022	Sunday, November 13, 2022
	View PPT			
	View Video			
	Attempt assessment questions			

	Discussion Forum			
WEEK 9	Read text	Chapter 12 & 13	Monday, November 14, 2022	Sunday, November 20, 2022
	View PPT			
	View Video			
	Attempt assessment questions			
	Revise the syllabus			
WEEK 10	Read text	Chapter 14 & 15	Monday, November 21, 2022	Sunday, November 27, 2022
	View PPT			
	View Video			
	Attempt assessment questions			
	Revise the syllabus			
WEEK 11	Revision for Internal Assessment II	Revision	Monday, November 28, 2022	Sunday, December 4, 2022
WEEK 12	Internal Assessment II	Internal Assessment II	Monday, December 5, 2022	Sunday, December 11, 2022
WEEK 13	Revision for End Semester Examinations	Revision	Monday, December 12, 2022	Sunday, December 18, 2022
WEEK 14	Revision for End Semester Examinations	Revision	Monday, December 19, 2022	Sunday, December 25, 2022

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## PROGRAMME INFORMATION AT A GLANCE

The following Academic Programmes are on offer from the KLEF in Online Learning mode (OL) during academic year 2022-2023.

Level	Programmes	Duration
UG	Bachelor of Commerce (B.Com.)	03 years after HSC (12th) or Equivalent
UG	Bachelor of Business Administration (BBA)	03 years after HSC (12th) or Equivalent
UG	Bachelor of Computer Applications (BCA)	03 years after HSC (12th) or Equivalent
PG	Master of Business Administration (MBA)	02 years after UG Degree or Equivalent
PG	Master of Arts (MA) (English)	02 years after UG Degree or Equivalent
PG	Master of Science (MSc) (Mathematics)	02 years after BSc mathematics or Equivalent

## MEDIUM OF INSTRUCTION

The medium of instruction used in the counseling, study materials, question papers and all modes of communication shall be English only.

### Program Educational Objectives (PEOs) and Program Outcomes (POs)

#### Bachelor of Commerce (B.Com) program educational objectives

PEO NO	Description
PEO 1	To produce best commerce (H) graduates in the country as well as in Global.
PEO 2	To equip students with updated inputs in the field of accounting and finance
PEO 3	To provide practical explore as per corporate needs through summer intern ship and industrial training.

#### Bachelor of Commerce (B.Com) Program Outcomes

PEO NO	Description
PEO 1	Ability to understand the world of trade and commerce
PEO 2	Ability to apply the knowledge of Accounting, Finance and Taxation in the Global context
PEO 3	Ability to develop each graduate to be adept in identifying and understanding major trends in commerce in national and international level

PO 4	Ability to develop each graduate to be a critical thinker and strong decision maker.
PO 5	Ability to develop each graduate to be an effective and professional communicator.
PO 6	An understanding of professional and ethical responsibility in business related issues.
PO 7	Knowledge of contemporary issues in finance and accountancy.
PO 8	A recognition of the need for and an ability to engage in life-long learning in commercial activities.
PO 9	Enhance the skills of students competent to deal with Accounting and Finance practices at global level.
PO 10	Develop commerce students as professional auditors and tax practitioners at national and international level.

### **Bachelor of Business Administration Program Educational Objectives**

<b>PEO NO</b>	<b>Description</b>
PEO 1	To educate the business graduates to respond effectively in meeting the competitive business needs of the society.
PEO 2	To nurture the spirit of Entrepreneurship among the students that propagates the business world.
PEO 3	To train the students in emerging as efficient managers equipped with innovation, rationality and application oriented decision-making in the context of the ever-changing business environment.

### Bachelor of Business Administration Program outcomes (pos)

PEO NO	Description
PEO 1	Core Business Knowledge Demonstrate competency in the underlying concepts, theory and tools taught in the core undergraduate curriculum.
PEO 2	Critical Thinking skills Able to define analyze and devise solutions for multifunctional business problems and issues in the areas like Marketing, Finance, Human Resources and Production.
PEO 3	Global Perspective Identify and analyze relevant global factors that influences decision making in International Business Perspective
PO 4	Investigation of complex problems An ability to use research-based knowledge and research methods including design of innovative processes, analysis and interpretation of data and synthesis of the information to obtain solutions to organizational problems
PO 5	Application of Statistical and Analytical tools Ability to create, select and apply appropriate analytical tools, techniques and methods in the modern management activities.
PO 6	The Manager and society Ability to apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional management practices.
PO 7	Legal Environment and sustainability Ability to demonstrate the knowledge of contemporary issues in legal aspects, understanding and reporting their impact on societal and environmental contexts, leading towards sustainable organizational development through entrepreneurial orientation.



PO8	Ethics & Corporate Social Responsibility An ability to apply ethical principles and commit to professional ethics and responsibilities and norms of management practice. Identify and analyze ethical conflicts and social responsibility issues involving different stakeholders.
PO9	Individual and Teamwork An ability to perform different roles effectively as an individual and a member or leader in diverse teams and in multi-disciplinary streams with entrepreneurial edge.
PO10	Communication Ability to communicate effectively oral, written reports and graphical forms on complex managerial and administrative activities.
PO11	Project Management and Finance Ability to demonstrate knowledge and understanding of the business and operational activities and having sound knowledge in the financial aspects and applying those concepts to manage projects in multi-disciplinary environments.
PO12	Lifelong Learning An ability to recognize the need for and having the preparation and ability to engage independent and life-long learning in global context of technological and organizational change.

## Bachelor of computer applications (BCA) Program Educational Objectives

PEO NO	Description
PEO 1	Practice Computer Applications in a broad range of industrial, societal and real world applications.
PEO 2	Pursue advanced education, research and development, and other creative and innovative efforts in science, engineering, and technology, as well as other professional careers
PEO 3	Conduct them in a responsible, professional, and ethical manner.

## Bachelor of computer applications (BCA) Program Outcomes

PO NO	Description
PO 1	<b>Problem Analysis:</b> Ability to identify, formulate, research literature, and analyze complex computer application-oriented problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and computer applications.
PO 2	<b>Design / development of solutions:</b> Ability to design solutions for complex computer application problems and design system components or processes that meet the specified needs with appropriate consideration for public health and safety, and cultural, societal, and environmental considerations.
PO 3	<b>Conduct investigations of complex problems:</b> Ability to use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

PO 4	<b>Modern tool usage:</b> Ability to create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
PO 5	<b>Communication:</b> Ability to communicate and engage effectively with diverse stakeholders.
PO 6	Ability to apply ethical principles and commit to professional ethics and responsibilities.
PO 7	<b>Life-long learning:</b> Ability to recognize the need for and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.
PO 8	<b>Individual and teamwork:</b> Ability to function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

### Master of Arts (English) Program Educational Objectives

PEO NO	Description
PEO 1	Introduce students to the professional conversation in English studies in various fields and to texts from diverse eras and cultures, with the intention of provoking and supporting their intellectual curiosity and valuing literature, language, and imagination: Students will develop a passion for literature and language. They will appreciate literature's ability to elicit feeling, cultivate the imagination, and call us to account as humans. They will cultivate their capacity to judge the aesthetic and ethical value of literary texts—and be able to articulate the standards behind their judgments.

PEO 2	<p>Critical Approaches: Students will develop the ability to read works of literary, rhetorical, and cultural criticism, and deploy ideas from these texts in their own reading and writing. They will express their own ideas as informed opinions that are in dialogue with a larger community of interpreters and understand how their own approach compares to the variety of critical and theoretical approaches.</p>
PEO 3	<p>Research Skills: Students will be able to identify topics and formulate questions for productive inquiry; they will identify appropriate methods and sources for research and evaluate critically the sources they find; and they will use their chosen sources effectively in their own writing, citing all sources appropriately.</p>

### Master of Arts (English) Program Outcomes

PO NO	Description
PO 1	Gain an introductory knowledge of some of the issues explored in influential works in English language and the stylistic strategies that writers used to explore those issues.
PO 2	Read complex texts actively: recognize key passages; raise questions. appreciate complexity and ambiguity; comprehend the literal and figurative uses of language.
PO 3	Appreciate literary form: recognize how form and structure shape a text's meaning; appreciate how genre generates expectations and shapes meanings.
PO 4	Interpret texts with an awareness of and curiosity for other viewpoints.

PO 5	Practice writing as a process of motivated inquiry, engaging other writers ideas using quotations, paraphrase, allusions and summary. Use sources well and cite them correctly.
PO 6	Attend to a wider range of voices within inter cultururation.
PO 7	Enjoy the experience of reading challenging literature: appreciate literature’s ability to elicit feeling, cultivate the imagination, and call us to account as humans.

### 3.1 Master of Sciences (M.Sc Applied Mathematics) Program Educational Objectives

PEO NO	Description
PEO 1	To assimilate and understand a large body of complex concepts and their interrelationships.
PEO 2	Apply Advanced Mathematical Techniques to formulate, solve and analyze mathematical models of real-life problems
PEO 3	To identify and apply suitable computational mathematical tools and techniques to solve various complex Engineering problems and meaningful physical interpretation.
PEO 4	To Demonstrate, communicate, and work, with people having diversified backgrounds in individual and group settings, in an ethical and professional manner.

## Master of Sciences (M.Sc Applied Mathematics) Program Outcomes

PO NO	Description
PO 1	To identify, formulate, abstract, and solve mathematical problems that use tools from a variety of mathematical areas, including algebra, analysis, probability, numerical analysis and differential equations.
PO 2	The program prepares students for a variety of mathematical careers. The current program has three identified tracks viz: Cryptography, Data analysis, Applied Mechanics, and Ph.D preparation. Students should be prepared for employment requiring mathematical skill and sophistication at the master's level.
PO 3	Apply mathematics and technology tools (MATLAB, R, and MINITAB) to solve problems.
PO 4	Ability to do research in a particular topic agreed with a supervisor, on which the student publishes a research paper in a peer reviewed indexed journal.
PO 5	To maintain a core of mathematical and technical knowledge that is adaptable to changing technologies and provides a solid foundation for lifelong learning.
PO 6	Promote interdisciplinary research among allied subjects related to applied mathematics.
PO 7	Use symbolic and numerical software as part of practical computation.

### Master of Business Administration (MBA) Program Educational Objectives

PEO NO	Description
PEO 1	Make students to apply techniques of business analysis, data management and problem-solving skills in order to support business management decision- making in the field of relevance.
PEO 2	Inculcate leadership skills needed for implementing and coordinating organizational activities and managing change to explore business problems in depth for developing their functional knowledge to think strategically and to lead, motivate and manage teams across borders.
PEO 3	Nurture with abilities to integrate business knowledge and management techniques to aid planning and control in a changing environment and to enhance better career paths.

### Master of Business Administration (MBA) Program Outcomes

PO NO	Description
PO 1	Core Business Knowledge: Able to synthesize the knowledge, management skills, and tools acquired in the program, which will be helpful to shape the organizations effectively.
PO 2	Career Planning and Decision Making: Able to excel in their chosen career paths, by learning on how to live, adapt and manage business environmental change through decision making.
PO 3	Critical Thinking and Leadership :Able to reflect upon and explore business and research problems in depth, to demonstrate leadership skills and to demonstrate ability to pursue new knowledge necessary to succeed in dynamic domestic and international business environments.

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PO 4	Manager & Society: Able to emerge as efficient managers equipped with innovation, rationality and application-oriented decision-making in the context of the ever-changing business environment.
PO 5	Team Building & Business Communication: Able to communicate effectively and to perform different roles efficiently as an individual or in a team in multi-disciplinary streams with entrepreneurial edge.
PO 6	Business perspective and Sustainability: Able to gain an understanding of professional, legal, financial, marketing, production & operational activities, logistics, ethical, social issues and responsibilities.
PO 7	Application of Statistical and Analytical tools: Able to gain knowledge of contemporary issues and develops an art of using current techniques, skills and necessary analytical tools for managerial practice.



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## ACADEMIC REGULATIONS

This document supplements the KLEF rules and regulations to assist all students. It is required that every individual must abide by these regulations.

**Note:** The regulations stated in this document are subject to change or can be relaxed / modified without prior notice at the discretion of the Hon'ble Vice Chancellor.

### Terminology

**Academic Council:** The Academic Council is the highest academic body of the University and is responsible for the maintenance of standards of instruction, education and examination within the University. The Academic Council is an authority as per UGC regulations and it has the right to take decisions on all academic matters including academic research.

**Academic Year & Calendar Year:** It is the period necessary to complete an actual course of study within a year. It comprises of two consecutive semesters i.e., Even and Odd semester. As per UGC regulations admissions are opened twice in a year i.e. July and January. Admissions made in July are called as Academic Year admissions and January admissions are names as calendar year admissions.

**Audited Course:** It is a course of study which has zero credits and has a "Satisfactory" or an "Unsatisfactory" grade.

**Backlog Course:** A course is considered to be a backlog if the student has obtained a failure grade (F).

**Basic Sciences:** The courses of foundational nature in the areas of Mathematics, Physics, Chemistry, Biology etc., are offered in this category.

**Betterment:** Betterment is a way that contributes towards improving the students' grade in any course(s). It can be done by either (a) re-appearing or (b) re-registering for the course.

**Board of Studies:** Board of Studies (BOS) is an authority as defined in UGC regulations, constituted by Vice Chancellor for each of the department separately. They are responsible for curriculum design and update in respect of all the programs offered by a department.

**Branch of Study:** It is a branch of knowledge, an area of study or a specific program (like Commerce, Management, Computer Applications etc.)

**Certificate course:** It is a course that makes a student gain hands-on expertise and skills required for holistic development. It is a mandatory, non-credited course for the award of degree.

**Change of Branch:** Change of branch means transfer from one's branch of study to another.

**Compulsory course:** Course required to be undertaken for the award of the degree as per the program.

**Course:** A course is a subject offered by the University for learning in a particular semester.

**Course Handout:** Course Handout is a document which gives a complete plan of the course. It contains the details of the course viz. Course title, Course code, Pre-requisite, Credit structure, team of instructors, Course objectives, Course rationale, Course Outcomes and the relevant syllabus, textbook(s) and reference books, Course delivery plan and session plan, evaluation method, chamber consultation hour, course notices and other course related aspects. In essence, course handout is an agreement between students (learners) and the instructor.

**Course Outcomes:** The essential skills that need to be acquired by every student through a course.

**Credit:** A credit is a unit that gives weight to the value, level or time requirements of an academic course. The number of 'Contact Hours' in a week of a particular course determines its credit value. One credit is equivalent to one lecture hour per week or two hours per week of tutorials/ self-learning/ practical/ field work during a semester.

**Credit point:** It is the product of grade point and number of credits for a course.

**Credit Transfer:** The procedure of granting credit(s) to a student for course(s) undertaken at another institution.

**Cumulative Grade Point Average (CGPA):** It is a measure of cumulative performance of a student over all the completed semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

**Curriculum:** Curriculum is a standards-based sequence of planned experiences where students practice and achieve proficiency in content and applied learning skills. Curriculum is the central guide for all educators as to what is essential for teaching and learning, so that every student has access to rigorous academic experiences.

**Degree:** A student who fulfils all the Program requirements is eligible to receive a degree.

**Degree with Specialisation:** A student who fulfils all the Program requirements of her/his discipline and successfully completes a specified set of Professional elective courses

in a specialised area is eligible to receive a degree with specialisation.

**Department:** An academic entity that conducts relevant curricular and co-curricular activities, involving both teaching and non-teaching staff and other resources.

**Detention in a course:** Student who does not obtain minimum prescribed marks in continuous in-semester evaluation and /or minimum prescribed attendance in a course shall be detained in that course.

**Dropping from the Semester:** A student who doesn't want to register for the semester should do so in writing in a prescribed format before commencement of the semester.

**Elective Course:** A course that can be chosen from a set of courses. An elective can be Professional Elective, Open Elective, Management Elective and Humanities Elective.

**Engineering Sciences:** The courses belonging to basic evolutionary aspects of engineering from Mechanical Sciences, Electrical Sciences and Computing like Engineering Mechanics, Data structures, Network Theory, Signal Analysis etc...

**Evaluation:** Evaluation is the process of judging the academic work done by the student in her/his courses. It is done through a combination of continuous in-semester assessment and semester end examinations.

**Grade:** It is an index of the performance of the students in a said course. Grades are denoted by alphabets.

**Grade Point:** It is a numerical weight allotted to each letter grade on a 10 - point scale.

**Honors Degree:** A student who fulfills all the Program requirements of her/his discipline and successfully completes a specified set of additional courses within the same program is eligible to receive an Honors degree.

**Humanities Elective:** A course offered in the area of Liberal Arts.

**Industrial Training:** Training program undergone by the student as per the academic requirement in any company/firm. It is a credited course.

**Industrial Visit:** Visit to a company/firm as per the academic requirement.

**In-Semester Evaluation:** Summative assessments used to evaluate student learning, acquired skills, and academic attainment during a course.

**Make-up Test:** An additional test scheduled on a date other than the originally scheduled date. (Describe elaborately)

**Management elective:** A course that develops managerial skills and inculcates entrepreneurial skills.

**Minor Degree:** A student who fulfills all the Program requirements of her/his discipline and successfully completes a specified set of courses from another discipline is eligible to receive a minor degree in that discipline.

**Multi- Section Course:** Course taught for more than one section.

**Open Elective:** This is a course of interdisciplinary nature. It is offered across the University for All Programs.

**Over loading:** Registering for more number of credits than normally prescribed by the Program in a semester.

**Practice School:** It is a part of the total program and takes one full semester in a professional location, where the students and the faculty get involved in finding solutions to real-world problems. A student can choose Project/Practice School during his/her 7th or 8th semester of his/her Academic Year to meet the final requirements for the award of B.Tech degree.

**Pre-requisite:** A course, the knowledge of which is required for registration into higher level course.

**Professional Core:** The courses that are essential constituents of each engineering discipline are categorized as Professional Core courses for that discipline.

**Professional Elective:** A course that is discipline centric. An appropriate choice of minimum number of such electives as specified in the program will lead to a degree with specialization.

**Program:** A set of courses offered by the Department. A student can opt and complete the stipulated minimum credits to qualify for the award of a degree in that Program.

**Program Educational Objectives:** The broad career, professional, personal goals that every student will achieve through a strategic and sequential action plan.

**Project:** Course that a student has to undergo during his/her final year which involves the student to undertake a research or design, which is carefully planned to achieve a particular aim. It is a credit based course.

**Supplementary:** A student can reappear only in the semester end examination for the Theory component of a course, subject to the regulations contained herein.

**Registration:** Process of enrolling into a set of courses in a semester/ term of the Program.

**Re-Registration:** Student who are detained in courses due to attendance or marks criteria as per their regulation are given a chance to re-register for the same and complete it during the summer term.

**Semester:** It is a period of study consisting of 15 to 18 weeks of academic work equivalent to normally 90 working days including examination and preparation holidays. The odd Semester starts normally in July and even semester in December.

**Semester End Examinations:** It is an examination conducted at the end of a course of study.

**Social Service:** An activity designed to promote social awareness and generate well-being; to improve the life and living conditions of the society.

**Student Outcomes:** The essential skill sets that need to be acquired by every student during her/his program of study. These skill sets are in the areas of employability, entrepreneurial, social and behavioral.

**Substitution of Elective course:** Replacing an elective course with another elective course as opted by the student.

**Summer term:** The term during which courses are offered from May to July. Summer term is not a student's right and will be offered at the discretion of the University.

**Term Paper:** A 'term paper' is a research report written by students that evolves their course-based knowledge, accounting for a grade. Term paper is a written original research work discussing a topic in detail. It is a credit-based course.

**Under-loading:** Registering for lesser number of credits than normally prescribed for a semester in that Program.

**Course Withdrawal:** Withdrawing from a Course means that a student can drop from a course within the first two weeks of the odd or even Semester (deadlines are different for summer sessions). However, s/he can choose a substitute course in place of it by exercising the option within 5 working days from the date of withdrawal.

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## GRADUATION REQUIREMENT

Following are the requirements in UG programmes under Management Humanities and sciences:

- The student should complete all mandatory courses (University Core, College core, Departmental Core) as prescribed in the curriculum of the respective department.
- The student should complete all courses (Professional electives, Basic Sciences and Humanities and social sciences) as prescribed in the curriculum of the respective department.
- Acquire minimum credits through term-paper/project/ practice school/ internship prescribed in the curriculum of the respective department.
- Student must earn minimum number of credits as stipulated in the program structure.
- Must complete the industrial training (internship) of four weeks duration.
- Must obtain a minimum CGPA of 5.25 at the end of the Graduate Programs in Bachelor of Arts, Bachelor of Computer applications, Bachelor of Business Administration, B Com.
- Meet all the above-mentioned requirements in less than twice the period of the program, which includes deceleration period chosen by the student, deceleration imposed by KLEF.

### For PG programmes in Management Humanities and sciences

- The student should complete all mandatory courses (University Core, College Core and Departmental Core) as prescribed in the curriculum of the respective department.
- The student should complete all courses (Professional electives, Basic Sciences and Humanities and social sciences) as prescribed in the curriculum of the respective department.
- Student must earn minimum number of credits as stipulated in the program structure.

- Acquire minimum credits through term-paper/project/ practice school/ internship prescribed in the curriculum of the respective department.
- Must complete Dissertation and/or practice school.
- Must obtain a minimum CGPA of 5.5 at the end of the Post Graduate Programs in MBA, MSc Maths, and MA English
- Meet all the above-mentioned requirements in less than twice the period of the program, which includes deceleration period chosen by the student, deceleration imposed by KLEF. Students should acquire the number of credits to complete the respective program and CGPA as given below.

S No	Name of the program	Total Credits to be completed	Minimum CGPA required
1	Bachelor of Computer Applications	120	5.25
2	Master of Arts (English)	96	5.5
3	Master of Science (Applied Mathematics)	96	5.5
4	Bachelor of Business Administration	120	5.25
5	Bachelor of Commerce (H)	142	5.25
6	Master of Business Administration	104	5.5

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## PROGRAM. CURRICULUM

For an academic program the curriculum is the basic framework that will stipulate the credits, category, course code, course title, course delivery (Lectures / Tutorials / Practice / Skill/ Project/ Self Study / Capstone Design etc.), in the Choice Based Credit System. However, all such are essentially designed, implemented and assessed in Outcome Based Education Framework.

### Program Structure

- A. An Academic Year is made of Two semesters each is of, approximately 16+1 week duration and each semester is classified as:
  - ▶ Odd Semester (July –December)
  - ▶ Even Semester (January – May).
- B. KLEF may offer summer term between May and June.
- C. All courses are offered under three categories vis-à-vis. even, odd and dual semester courses.
- D. Students have the flexibility to choose courses of their own choice prescribed by the KLEF.
- E. From 3rd Semester onwards a student can register for a maximum of 30 credits, other than audited and certificate courses per semester. This is not applicable when student exercises the overloading option (while doing project work/practice school/Minor degree/Honors degree program/specialization).
- F. Every course has a Lecture-Tutorial-Practice-Skill (L-T/ST-P-S) component attached to it.
- G. Based upon the L-T-P-S structure the credits are allotted to a course using the following criteria.
  - ▶ Every Lecture / Tutorial hour is equivalent to one credit.
  - ▶ Every Practical hour is equivalent to half credit.
  - ▶ Every skill-based practice hour is equivalent to quarter credit.
  - ▶ If the calculated value of credit is a fraction, it is rounded to the next integer.
  - ▶ Every (ST) Studio hour is equivalent to one and a half credit.



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### **Audit Courses:**

Any course offered in the University that has no assessment of student performance and no grading.

### **Value-Added courses:**

Courses leading to global certification and those which are conducted exclusively for employability are referred to as value added courses.

### **Bridge Courses:**

Courses which are required to bridge the continuity among the Basic sciences/Engineering Sciences/professional courses (both core and electives) and are identified through gap analysis carried out using feedback obtained from various academic stakeholders are termed as Bridge Courses. These courses also do not yield any credits but require a “Satisfactory” result to register into the attached professional courses.

### **Course Precedence:**

The following are the guidelines for registering into courses with pre-requisites. 1. Every course may have one or more of its preceding course(s) as pre- requisite(s). 2. To register for a course, the student must successfully be promoted in these course(s) earmarked as pre-requisite(s) for that course.

KLEF offers summer term courses during May and June.

The following are the guidelines to register into courses offered in Summer Semester.

- H.** A student may register for course/s in each summer term by paying the stipulated fee. Students registering for more than one (1) summer course must ensure that there is no clash in the time table.
- I.** A student can register into a detained course or a not-registered course (course offered in regular semester, but student failed to register due to the non- compliance of pre-requisite condition but has paid the fee.) A student can also register for other than the above two mentioned categories of courses only if they are permitted for acceleration.
- J.** In any case, a student can register only for a maximum of 12 credits during summer term.
- K.** Attendance & Promotion policy for summer term is same as compared to the regular semester except for condonation policy. Condonation is not applicable for summer term courses.

## Award of Degree

A student having cleared all the courses and met all the requirements for the award of degree with

- a.  $5.5 \leq \text{CGPA} < 5.75$  will be awarded Pass class
- b.  $5.75 \leq \text{CGPA} < 6.75$  will be awarded Second-class
- c.  $6.75 \leq \text{CGPA} < 7.75$  will be awarded First class
- d.  $\text{CGPA} \geq 7.75$  will be awarded First class with Distinction provided the student has cleared all the courses in first attempt and must have fulfilled all the program requirements within the specified minimum years duration.

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## ASSESSMENT & EVALUATION PROCESS

The assessment in each theory subject consists of two Sem-In Exams (Sem-in Exam-I and Sem-In Exam -II), in-class quizzes/tutorials/home-assignments/Active Learning Methods (continues assessment), and the Semester-End Examination (SEE). The Sem-In tests and the Semester-End Examinations will be conducted as per the Academic Calendar.

- a. As per the necessity, the Supplementary examinations will be conducted at the discretion of Dean Academics with the approval of the Vice-Chancellor.
- b. Students may have to take more than one examination in a day during Sem-In exams, Semester-End Examinations /Supplementary examinations.

### ASSESSMENT CRITERIA

In semester assessment – 30%  
End semester assessment – 70%

#### In Semester Assessment

- Objective type - 15% - 50 questions of 2 marks each
- Subjective type - 15% - 5 questions of 20 marks each

#### End Semester Assessment

- Conducted for 100 marks scaled down to 70 marks
- 8 questions - 10 marks each out of which student should attempt 4 questions
- 8 questions - 15 marks each out of which student should attempt 4 questions

### SEMESTER-IN EVALUATION

The following guidelines are followed for the Semester-In evaluation.

- A.** The process of evaluation is continuous throughout the semester.
- B.** The distribution of marks for Semester-In evaluation is 30% of aggregate marks of the course for all the programs
- C.** The distribution of weightage for various evaluation components are decided and notified by the course coordinator through the course handout after approval by the Dean Academics, prior to the beginning of the semester.

- D.** In order to maintain transparency in evaluation, answer scripts are shown to the students for verification, within one week of conduct of exam. If there is any discrepancy in evaluation, the student can request the course-coordinator to re-evaluate.
- E.** The solution key and scheme of evaluation for all examinations are displayed by the Course-Coordinator in the appropriate web portal of the course, on the day of the conduct of examination.
- F.** In case the student is unable to appear for any evaluation component owing to hospitalization, participation in extra/ co-curricular activities representing KLEF/ state/ country; the Dean Academics can permit to conduct of re- examination for such students.
- G.** In case a student has missed any of the two in-semester evaluations, S/he is eligible for and will be provided with an opportunity of appearing for re- examination.

### **Semester End Examination**

- A.** The pattern and duration of such examination are decided and notified by the Course Coordinator through the Course handout, after approval from the Dean Academic.
- B.** To maintain transparency in evaluation, answer scripts are shown to the students for verification. If there is any discrepancy in evaluation, the student can request the Controller of Examinations to re-evaluate.
- C.** If a student earns F grade in any of the courses of a semester, an instant supplementary exam (for only Semester End Exam component) will be provided within a fortnight of the declaration of the results.

## Assessment of Project/Research-Based Subjects

All project or research-based subjects must have a defined time-limit for completion. The specific time limits for completion and schedule for monitoring and evaluation of performance of students will be announced each term. The final project report, after getting the plagiarism certificate, only will be considered and evaluated by the panel of examiners. Student project reports must follow the guidelines prescribed by the office of Dean Academics.

## Grading Process

At the end of all evaluation components based on the performance of the student, each student is awarded based on absolute/relative grading system. Relative grading is only applicable to a section of a course in which the number of registered students is greater than or equal to 25. Choice of grading system is decided by the Course-Coordinator with due approval of Dean Academics and is specified in the course handout.

## Absolute Grading

The list of absolute grades and its connotation are given below for M.Sc, MA, BCA, BBA, B.Com(Hon's), MBA programs

### For All other Programs

Performance	Letter Grade	Grade Point	Percentage of marks
Outstanding	O	10	90 - 100
Excellent	A+	9	80 - 89
Very Good	A	8	70 - 79
Good	B+	7	60 - 69
Above Average	B	6	50 - 59
Average	C	5	46 - 49
Pass	P	4	40 - 45
Failed	F	0	0 – 39
Absent	AB	0	Absent

## RELATIVE GRADING

a.) The following table lists the grades and its connotation for relative grading:

Letter Grade	Grade Point	Grade Calculation
O	10	Total marks $\geq 90\%$ and total marks $\geq$ mean + $1.50\sigma$
A+	9	$\mu + 0.50\sigma \leq$ total marks $< \mu + 1.50\sigma$
A	8	$\mu \leq$ total marks $< \mu + 0.50\sigma$
B+	7	$\mu - 0.50\sigma \leq$ total marks $< \mu$
B	6	$\mu - 1.00\sigma \leq$ total marks $< \mu - 0.50\sigma$
C	5	$\mu - 1.25\sigma \leq$ total marks $< \mu - 1.00\sigma$
P	4	$\mu - 1.50\sigma \leq$ total marks $< \mu - 1.25\sigma$ or $\geq 40$
F	0	total marks $< \mu - 1.50\sigma$ or total marks $\leq 39$
Ab	0	Absent

$\mu$  is the mean mark of the class excluding the marks of those students who scored  $\geq 90\%$  and  $40\%$  after rounding the percentages to the next highest integer.  $\sigma$  is the standard deviation of the marks from then....

Relative grading is not applicable for B.Arch & B. Pharmacy programs.

## SGPA & CGPA

The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses and the sum of the number of credits of all the courses undergone by a student, in a semester.

$$SGPA(S_i) = \frac{\sum C_i * G_i}{\sum C_i}$$

Where 'Ci' is the number of credits of the  $i^{\text{th}}$  course and 'G' is the grade point scored by the student in the  $i^{\text{th}}$  course.

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a program,

$$CGPA(S_i) = \frac{\sum C_i * S_i}{\sum C_i}$$

Where 'S<sub>i</sub>' is the SGPA of the i<sup>th</sup> semester and 'C<sub>i</sub>' is the total number of credits in that semester.

- A. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- B. CGPA can be converted to percentage of marks: 10 X CGPA -7.5
- C. A student appearing for a course having lab integrated with theory and in case obtains less than 40% in either of lab or theory component of semester end examination, and in such case the student has to reappear for the component only in which he has secured less than 40%. Till successful attainment of minimum 40% of both components, the student remains in the F grade for that course.
- D. Audit/Certificate courses are graded as satisfactory (S) or Non- Satisfactory (NS) only.
- E. At the end of each semester, the KLEF issues grade sheet indicating the SGPA and CGPA of the student. However, grade sheet will not be issued to the student if he/she has any outstanding dues.

### Illustration of Computation of SGPA AND CGPA

Computation of SGPA and CGPA Illustration for SGPA

COURSE	CREDITS	GRADE LETTER	GRADE POINT	CREDITPOINT (Credit x Grade)
Course 1	3	A	8	3 X 8 = 24
Course 2	4	B+	7	4 X 7 = 28
Course 3	3	B	6	3 X 6 = 18
Course 4	3	O	10	3 X 10 = 30
Course 5	3	C	5	3 X 5 = 15
Course 6	4	B	6	4 X 6 = 24
	20			139

Thus, SGPA =  $139/20 = 6.95$

Illustration for CGPA

Item	Semester					
	I	II	III	IV	V	VI
Credits	20	22	25	26	26	25
SGPA	6.9	7.8	5.6	6.0	6.3	8.0

Thus,

$$CGPA = \frac{(20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0)}{(20 + 22 + 25 + 26 + 26 + 25)} = 6.73$$

### Betterment

A student may reappear for semester end examination for betterment only in the theory part of the course for improving the grade, subject to the condition that, the student has passed the course, his/her CGPA is  $\leq 6.75$  and the grade in the respective course to be equal to or lower than "C". In the case of reappearing for a course, the best of the two grades will be considered.

A Student can re-register in any course in any semester during the program for improvement of grade if the current grade in the course is lower than B+ and with due approval from Dean Academics in accordance with academic regulations.

A student cannot reappear for semester end examination in courses like Industrial Training, courses with their L-T/ST-P-S Structure like 0-0-X-X, Project, Practice School and Term Paper.



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## STUDENT COUNSELING & FEEDBACK

### Counseling:

Student counseling / mentoring service ensures that every student gets to know the academic structure of the University and utilize maximum opportunities that the institute offers to fulfill their career and personal life goals. The objective of “Student Counseling/ Mentoring Service” is to provide friendly support to the students for their well-being and for their holistic development. Counsellors offer individual counseling to help students resolve personal or interpersonal problems. They may also offer small group counseling to help students enhance listening and social skills, learn to empathize with others.

However, the benefits of Counsellor-student relationships are as follows:

- Maintain academic standards and set goals for academic success.
- Develop skills to improve organization, study habits, and time management.
- Work through personal problems that may affect academics or relationships.
- Improve social skills.

### 11.1 Counseling Policy:

Student counseling takes great place in K L University. Counseling is designed to facilitate student achievement, improve student behavior, subject analysis levels, attendance, and help students develop socially, professionals with bachelor’s, master’s degrees or beyond. Faculty Counsellors provide counseling and serve an educational role in K L University. We have Mentors, Academic, Career, Physiological, Co-Curricular & Extra Curricular activities Counsellors in order to support students who are experiencing personal or academic challenges, help students choose careers and plan for university and intervene when students face behavioral, physical, or mental health challenges.

#### Academic Counseling:

Develop a systematic and process-oriented mechanism to improve academic counseling in relation to student attendance, punctuality, performance of students in internal and semester examinations, course / program to be enrolled based on the strength and weakness of the student.

#### ACADEMIC COUNSELLING CENTRE

The Counselling Centre is a crucial component of support services extended to the entire student community at CDOE – KLEF. It provides support to students to cope with varied academic as well as personal concerns. The Counselling Centre provides services like individual counselling, and group counselling.

Presently, the Counselling Centre provides services 6 days a week from 10 AM – 5PM. The services are offered over telephone and email.

For further assistance, please visit: [supportcdoe@kluniversity.in](mailto:supportcdoe@kluniversity.in)

### Feedback System

At KLEF, monitoring of feedback is a continuous process. Feedback is obtained from students on various aspects. General Feedback to be taken from the students on the aspects like Course Contents, Self-Learning Material, Outcomes, Resources and Evaluation twice in every semester (Mid semester and End Semester Feedback) in a structured format. Online Feedback is collected from all the students using well designed questionnaire

## **PLACEMENT ASSISTANCE**

K L Deemed to be University has the necessary infrastructure and manpower to make all the eligible and interested students employed in around 200 companies across the country successfully for the last 12 years.

## PROGRAM STRUCTURES

### Bachelor of Business Administration (BBA)

S.No.	Course Title	Credits
<b>I Semester</b>		
01	Integrated professional English	2
02	Business Mathematics	4
03	Business Environment	3
04	Business Economics	3
05	Perspectives of Management	3
06	IT for Business Managers	3
07	Ecology & Environment	2
<b>II Semester</b>		
01	English Proficiency	2
02	Introduction to Financial Accounting	4
03	Business Statistics	4
04	Organizational Behaviour	3
05	Management Information Systems	3
06	Foreign Language	3
07	DesignThinking and Innovation I	2
<b>III Semester</b>		
01	Professional Communication Skills	2
02	Management Accountancy	4

03	Marketing Management	3
04	Human Resource Management	3
05	Business Research Methods	3
06	Macro Economics	2
<b>IV Semester</b>		
01	Cost Accountancy	4
02	Production and Operations Management	4
03	Business Law	3
04	Financial Management	4
05	Business Model Generation	3
06	Campus to corporate	1
<b>V Semester</b>		
01	Business analytics	3
02	Soft Skills	3
03	Fundamentals of Digital Marketing	3
04	Research Paper Writing	3
05	ELECTIVE 1	3
06	ELECTIVE 2	3
<b>VI Semester</b>		
01	Entrepreneurship	3
02	Strategic Management	3
03	Enterprise Resource Planning	3
04	ELECTIVE 3	3

05	ELECTIVE 4	3
06	ELECTIVE 5	3
<b>MARKETING ELECTIVE COURSES</b>		
01	Consumer Behaviour	3
02	Product and Brand Management	3
03	Advertising and Sales Promotion	3
04	Customer Relationship and management	3
05	Services Marketing	3
06	Rural Marketing	3
<b>FINANCE ELECTIVE COURSES</b>		
01	Banking & Insurance Management	3
02	Investment Management	3
03	Financial Services	3
04	Financial Markets	3
05	Managing Personal Finance	3
06	Financial Derivatives	3
<b>HR ELECTIVE COURSES</b>		
01	Personal Effectiveness and Self-Leadership	c
02	Dynamics of industrial relations	3
03	Human Resource Development	3
04	Performance Management System	3
05	Labour Legislation	3
06	Training & Development	3

## Bachelor of Computer Applications (BCA)

S.No.	Course Title	Credits
<b>I Semester</b>		
01	Integrated Professional English	2
02	Mathematics for Computer Science	4
03	Problem Solving through Programming	5
04	Computer Organization & Architecture	4
05	Ecology & Environment	2
06	Essentials of Information Technology	4
<b>II Semester</b>		
01	English Proficiency	2
02	Operating System	4
03	Data Structures	4
04	Object Oriented Programming through Java	5
05	Mobile Application Development	5
06	Web and Social Media Technologies	2

<b>III Semester</b>		
01	Software Engineering	4
02	Database Management Systems	5
03	Computer Networks	4
04	Web Development using Python	5
05	Design Thinking & Innovation	2
06	Internship-1	2
07	Professional Elective 1	3
08	Open Elective 1	3
<b>IV Semester</b>		
01	Essential Skills for Employability(HSS3)	2
02	Universal Human Values & Professional Ethics(HSS4)	2
03	Java Full Stack Development	5
04	Object Oriented Analysis & Design	5
05	Professional Elective 2	4
06	Open Elective 2	3
07	Term Paper	2
<b>V Semester</b>		
01	Foreign Language	2
02	Corporate Readiness Skills	2
03	Internship-2	2
04	Professional Elective 3	3
05	Open Elective 3	3

	<b>VI Semester</b>	
01	Major Project	6
02	Professional Elective 4	4
03	Professional Elective 5	4
04	MOOCS Certification 1	
05	MOOCS Certification 2	

	<b>PROFESSIONAL ELECTIVES OF CLOUD TECHNOLOGY AND INFORMATION SECURITY (CTIS)</b>	
01	Cloud Architecture	3
02	Cloud Information Security	4
03	Ethical Hacking	3
04	Cloud Web Services	4
05	Design and Development of Cloud Application	4

	<b>PROFESSIONAL ELECTIVES OF DATA SCIENCE (DS) STREAM</b>	
01	Data Warehousing & Mining	3
02	Probability and Statistics	4
03	Big Data Analytics	3
04	Data Visualization	4
05	Machine Learning	4



## Bachelor of Commerce (B.Com)

S.No	Course Title	Credits
<b>I Semester</b>		
01	Integrated professional English	2
02	Accountant in Business	5
03	Principles of Accounting	5
04	Principles of Management	3
05	Fundamentals of Cost Accounting	5
06	Indian Heritage & Culture	2
<b>II Semester</b>		
01	English Proficiency	2
02	Advanced Cost Accounting	5
03	Introduction to Income Tax	5
04	Business Mathematics & Statistics	5
05	Corporate and Business law	4
06	Ecology & Environment	2
07	Practice school/SIP	6
<b>III Semester</b>		
01	Advanced Accounting	5
02	Corporate Financial Management	5
03	Introduction to Auditing	3
04	Assessment of Direct Taxes	5

05	Management Accounting	5
06	Introduction to Corporate Accounting	5

<b>IV Semester</b>		
01	Professional Communication Skills	2
02	Advanced Corporate Accounting	5
03	Accounting Information System	3
04	Banking, Law and Practice	3
05	Corporate Report Writing	3
06	Practice School / SIP	6
<b>V Semester</b>		
01	French (Foreign Language)	2
02	Goods and Service Tax	5
03	Business Strategy	3
04	Accounting & Reporting Standards	5
05	Elective – I	5
06	Elective- II	5
<b>VI Semester</b>		
01	Industrial Training	18
	<b>Elective – I</b>	
	Corporate Tax Planning & Management	5
	Advanced Cost & Management Accounting	5
	Corporate Restructure	5

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	Entrepreneurship Development	5
	<b>Elective- II</b>	
	Financial Derivatives	5
	Strategic Financial Management	5
	Export and Import Documentation	5
	Security Analysis & Portfolio Management	5

## Master of Business Administration (MBA)

S.No.	Course Title	Credits
<b>I Semester</b>		
01	Quantitative Methods	3
02	POM & Organizational Behaviour	3
03	Business Economics	3
04	Financial and Management Accounting	3
05	Marketing management	3
06	Business Environment	3
07	Business Legislation	3
08	Business Communication	2
TOTAL		23
<b>II Semester</b>		
01	Design Thinking and Innovation	2
02	Introduction to Business analysis & R Programming	4
03	Business Research Methodology	4
04	Human Resource Management	3
05	Financial Management	3
06	Operations management	3
07	Information systems & ERP	3
08	Professional Skills for Managers	2
TOTAL		24

<b>III Semester</b>		
01	Strategic Management	3
02	Entrepreneurship & Family Business	3
03	FM/HR/MM (ELECTIVE 1)	3
04	FM/HR/MM (ELECTIVE 2)	3
05	HR/FM/MM (ELECTIVE 3)	3
06	HR/FM/MM (ELECTIVE 4)	3
07	Sectoral Elective 1	3
	<b>TOTAL</b>	<b>21</b>
<b>IV Semester</b>		
01	Business Ethics & Corporate Governance	3
02	FM/HR/MM ELECTIVE 5	3
03	FM/HR/MM ELECTIVE 6	3
04	FM/HR/MM ELECTIVE 7	3
05	FM/HR/MM ELECTIVE 8	3
06	Sectoral Elective 2	3
07	Management Research Project	6
	<b>TOTAL</b>	<b>24</b>

<b>MARKETING ELECTIVE COURSES</b>		
<b>S.No.</b>	<b>Course Title</b>	<b>Credits</b>
01	Product & Brand Management	3
02	Promotion & Distribution Management	3
03	Global Marketing Management	3
04	Advertisement & Sales Promotion	3
05	Consumer Behaviour	3
06	Digital Marketing	3
07	Services Marketing	3
08	Customer relationship Management	3
09	Rural & Agricultural Marketing	3
10	Event & Entertainment Management	3
11	Sales & Promotion Management	3
12	Logistics & Supply Chain Management	3
<b>FINANCE ELECTIVE COURSES</b>		
01	Wealth Management	3
02	Financial Markets and Services	3
03	Security Analysis and Portfolio Management	3
04	Behavioural finance	3
05	Indian Financial System	3
06	Managing Personal Finance	3
07	Strategic Financial Management	3

08	Financial Derivatives	3
09	Project Management	3
10	Infrastructure Finance	3
11	International Financial Management	3
12	Financial statement analysis	3
13	Personal Taxation	3

HR ELECTIVE COURSES		
01	Talent and Competency Management	3
02	Dynamics of Employee Relations	3
03	Performance Management & Reward Systems	3
04	Labour Legislation	3
05	Performance Management	3
06	Human Resource Planning	3
07	International Human Resource Management	3
08	People Analytics	3
09	Organizational Change & Change Management	3
10	Strategic Human Resource Management	3
11	Compensation Management	3
12	Training & Development	3
13	Conflict Management & Negotiation	3

Retailing		
01	Overview of Retailing	3
02	Management of Retail Operations	3

<b>Banking</b>		
01	Overview of Banking	3
02	Banking Service Operations	3
<b>Healthcare</b>		
01	Overview of Healthcare Management	3
02	Management of Healthcare Operations	3

<b>MA (English)</b>		
S.No.	Course Title	Credits
I Semester		
01	History of English Language	5
02	Ancestral voices – Early English literature	5
03	English Poetry-(Milton to Romantic Age)	5
04	Drama (Shakespeare to Restoration Age)	5
05	Modern Fairy tale Literature/Creative Writing	5
II Semester		
01	English poetry – II (Tennyson to Ted Hughes)	5
02	Modern Novel	5
03	Indian writings in English	5
04	American Literature	5
05	English Language Teaching - Contemporary approaches	5
III Semester		
01	Literary Criticism	5



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02	Research Methodology & Project Writing	5
03	ICT for Language Learning	5
04	European Classics	4
05	Applied Linguistics	4

<b>IV Semester</b>		
01	New Literatures in English	5
02	English for Careers	5
03	Teaching English Language & Literature	4
04	Literature & Media Studies	4
05	Literature and Gender	5
<b>M.Sc (Mathematics)</b>		
<b>I Semester</b>		
01	Real Analysis	4
02	Ordinary Differential Equations	4
03	Discrete Mathematics	4
04	Introduction to Computer Programming	4
05	Mathematica I Statistics	4
06	Seminar-1	1
07	Integrated Professional English	2
<b>II Semester</b>		
01	Abstract Algebra	3
02	Data Structures	4
03	Statistical Inference	4
04	Numerical Analysis	4
05	Complex Analysis	4
06	Technical Skills	1

07	Seminar-2	1
08	Design Thinking and Innovation	2
<b>III Semester</b>		
01	Topology	3
02	Partial Differential Equations	4
03	Continuum Mechanics	4
04	Statistics with R Programming	4
05	Seminar-3	1
06	<b>Elective 1</b>	4
<b>IV Semester</b>		
01	Fluid Dynamics	4
02	Transform Techniques	4
03	Dissertation with Research Publication	12
04	<b>Elective-II</b>	4
05	<b>Elective-III</b>	4
<b>Elective 1</b>		
01	Operations Research	4
02	Functional Analysis	4
03	Fuzzy Mathematics and applications	4
<b>Elective-II</b>		
01	Mathematical Modelling	4

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02	Mathematical Control Theory	4
03	Dynamical Systems	4
	<b>Elective-III</b>	
01	Advanced Numerical Analysis	4
02	Number Theory	4
03	Applied Stochastic Processes	4