

General instructions to candidates

Admission:-

1. All admitted candidates are expected to stay updated with the University news provided through the institution's website, www.ideku.net, University Website www.keralauniversity.ac.in and through newspaper sections specifically meant for Kerala University news.
2. Fees should be remitted as prescribed in the prospectus and the chellan for remittance of tuition fees should be submitted in the SDE Office within the stipulated dates.
3. Students must carry their ID Cards during their visits to the institution.
4. Only registered candidates are permitted to contact the office for matters related to the enrolled program.
5. Students are advised to keep a personal file containing copies of their registration details, fee receipts (course & examination) till the completion of the course.

Course instructions and examination

1. The medium for content delivery shall be English, except for language courses other than English, unless otherwise stated therein
2. The program follows semester system.
3. The scheme and syllabus followed distance program is one and the same as that followed for regular programmes under the University of Kerala.
4. Registration for courses and examinations must be done separately for each semester (6 Semesters for UG and 4 Semester for PG programs)
5. The examination for odd and even semesters shall be conducted together towards the end of every academic year.
6. Attendance in the PCP is not compulsory for the students to appear in examination (except for library science and computer science programs). However students who could not attain 50% of total attendance will need to pay a condonation fee fixed by university to appear for End Semester University examinations.
7. The major subjects selected at the beginning of the programme cannot be changed during the course period.

Project

1. Project work must be completed only under guidance of a teacher assigned by the course coordinator.
2. Project work can be done either individually or in groups not exceeding five students. However each student must submit his/her own report of the project work.
3. The Project report must be submitted before the commencement of sixth semester & fourth semester examinations for UG & PG respectively.
4. The topic should be selected by the students in consultation with the supervising teacher.

5. The structure and preparation norms of the project will be advised by concerned supervising teacher.
6. For BA Economics there is no choice of Project , they have to write a paper as General Essay along with sixth semester examination.
7. The students may contact SDE office for administrative inquiries and teachers for academic support during office hours (10.00- 12.30 AM and 1.30 – 4.30 PM).

Continuous evaluation(CE)

1. A maximum of 20 marks to UG students and a maximum of 25 marks to PG students may be awarded as part of Continuous Evaluation. This includes marks obtained for assignments, test papers and practical.
2. A separate minimum for CE marks is not required to appear for End Semester Examination.
3. However, students are required to submit at least one assignment, and attend at least one test paper/practical/case analysis for each course, without which the results of the end semester shall be withheld.
4. Late fees shall be levied from students who submit the assignments after the due date. The late fee shall be fixed by the university from time to time.
5. There shall be no CE marks for project work/essay.
6. Students need not repeat the entire semester in case of failure in end semester examinations. They may re-appear for the failed courses in the next chance.

Code of conduct

1. The students who registered under SDE should strictly adhere to the rules and regulations framed by the university.
2. All students must:
 - a. Treat all employees(permanent or temporary) and other students with respect, dignity and courtesy.
 - b. Act ethically and honestly while attending contact classes, presenting seminars, assignments, other academic works and during examination.
 - c. Use university resources including libraries, laboratories and other resources in a lawful and ethical manner.
 - d. Refrain from using tobacco, liquor and other narcotic substances within the campus.
 - e. Refrain from littering the campus with plastic wastes.
 - f. Hold back from using cell-phones and other electronic gadgets during class hours, during examinations and office premises during working hours.
 - g. Refrain from participating in any kind of ragging and other anti-social activities.

Students involved in activities that are against institutional norms will be punished and expelled from the institutions.