

M.Phil PROGRAMME

M.Phil PROSPECTUS 2009-2010



KARNATAKA STATE OPEN UNIVERSITY

Manasagangotri, Mysore - 570 006

Website : www.ksoumysore.com

Rs. 250/-

CAUTION

Candidates are informed to seek admission to KSOU programmes only through forms supplied to them by KSOU Regional Centres and Study Centres (Page No. 3 - 15) besides the main campus office, in Mysore. KSOU has the right to reject the admission without refund of any fees, if paid, if it is proved that the forms for admission were procured from other sources including self styled unrecognized agents. Applications issued by KSOU bear independent serial numbers.

Registrar

NOTE (FOR M.Phil PROGRAMME)

1. Candidates seeking admission to M.Phil Programme, should submit the duly filled in application only.
2. Candidates shall pay admission/ tuition fee only on the receipt of admission selection information from the university.

Duly filled-in application form along with relevant and photo copies attested from a Gazetted Officer of all markcards, date of birth certificate and other documents with four stamp sized photographs, one self addressed envelope of 11" X 5" size should be submitted **in-person or sent to,**

The Chairperson

DOSR in

KSOU, Manasagangotri

→ By Registered Post/Courier/Speed Post Mysore - 570 006.

Last Date for the Submission of Filled in Application Form

- | | |
|----------------------------------|-------------------------------|
| 1. Without Penal Fee | 16 ^h March - 2009 |
| 2. With a Penal Fee of Rs. 250/- | 16 th April - 2009 |
| 3. With a Penal Fee of Rs. 500/- | 30 st April - 2009 |

Application should be submitted in an envelope supplied by the Karnataka State Open University

Application submitted after the last date and submitted to any other office other than the above mentioned office is liable to be rejected.

Applications received in other than the afore said methods, are liable to be rejected.

Vice-Chancellor's Message

Dear Fellow Learner,

I welcome you heartily to the joint family of Learners in Karnataka State Open University (KSOU), Mysore, which was established in the year 1996. KSOU is for the promotion of Education among all sections of society and people who are deprived of opportunities without the constraints of space, time, and regular educational qualifications. KSOU has established Study Centres in the remote and backward regions of Karnataka and beyond. As inscribed in its motto "Higher Education to All Everywhere," the University has set itself an objective to reach the doorsteps of aspiring learners in every nook and corner of not only the State, but also throughout the country and abroad. The programmes that are innovative and relevant to the society are offered with moderate cost and modern facilities. Karnataka State Open University also has programmes of IGNOU, to cater to the needs of learners in various fields. Accessibility, quality, flexibility and relevance are the major strengths of KSOU. Creation, management and dissemination of knowledge are its main goals. In order to achieve these goals, we have established 7 Regional Centres at Bangalore, Davanagere, Dharwad, Gulbarga, Mangalore, Shimoga and New Delhi, 110 UG Study Centres, 10 B.Ed Study Centres, 08 M.Ed Study Centres, 08 B.Ed Special Education Centre and 241 IT Study Centres spread within Karnataka and beyond. We have collaboration with 23 institutions, which offer courses varying from Handicrafts to Information Technology, Food and Nutrition to Aviation, Health Science to Hospitality Management, International Business, Eco Tourism, Cyber Law, Intellectual Property Rights and Innovation Management, Media Management, Hardware and Networking, etc. Presently KSOU has over 500 Study Centres for all the programmes offered. You can get the required information and admission in all the 7 Regional Centres as well as in our main campus at Mysore. Week-end Counselling and Contact classes are conducted regularly with the involvement of experienced staff and expertise in the concerned fields is tapped for the benefit of the learners, periodically. We are proud to announce that in the academic year 2008-2009, the enrolment reached 75,000 and the same is expected to reach 1.5 lakhs during 2009-10. Our community of learners is rich with multiple backgrounds and pluralistic ambitions. Academicians, Administrators, Executives, Officers of Central as-well-as State Governments and MNCs, Politicians, Legal experts, Artists, Writers, Media persons, Technicians are the few which we can mention, who consider KSOU as their academic domain. The Learner clientele of KSOU encompasses a wide range of age groups ranging from 18 to 80 years. Such a large spectrum of learners is an other unique feature of KSOU. M.Phil programme, a research oriented, is offered by several universities across the country either with specific or general objectives. M.Phil programme in KSOU is designed to develop skills in the research. I am confident that M.Phil programme in KSOU will promote you with the required knowledge and skill thereby helps to pursue advanced research programme such as Ph.D and D.Litt.

I extend you, dear Fellow-learner, a very hearty welcome to join our KSOU joint family and wish you all the success in your M.Phil learning endeavour.

With best wishes for your career,

Yours sincerely,

Prof. B. A. Viveka Rai
Vice-Chancellor

DEPARTMENT OF STUDIES AND TEACHING FACULTY

PABX Numbers : 2519948, 2519941, 2519943, 2519952, 2515405, 2500874, 2510953

		Telephone Numbers	
		Off. Extn	Resi.
I	Kannada		
1.	Prof. L. Rajashekharaiyah : Chairman	243	2516851
2.	Dr. D.T. Basavaraj :		2518634
3.	Dr. A. Rangaswamy :		2411648
4.	Dr. D. Naganna :	258	
5.	Smt T.M. Geethanjali :	290	9916225109
II	English		
1.	Prof. S.N. Vikram Raj Urs : Chairman	289	2542569
2.	Prof. R. Purnima :	252	
3.	Prof. Nirmala C. Prakash :	252	2512180
4.	Sri Y. Aijaz Ahmed :	234	2543639
5.	Sri. M.T. Bopaiya :	233	2513246
III	Hindi		
1.	Dr. Kamble Ashok : Chairman	239	
IV	Urdu		
1.	Dr. Jahan Ara Begum : Chairperson	240	2498589
2.	Smt. Balquees Banu	265	2454414
V	Sanskrit		
1.	Prof. N. Radhakrishna Bhat : Chairman	244	2411858/9448166634
VI	Telugu		
1.	Dr. M.Ramanatham Naidu : Chairman	225	2411950
VII	History		
1.	Prof. A. Somashekar : Chairman	305	2541989/9845963725
2.	Prof. G. Ramarathan :	216	2301403/9448569989
3.	Prof. M. Susheela Urs :	256	9845560210
4.	Dr. Mahadevi :	241	216631/9342113171
VIII	Economics		
1.	Sri S. Shivanna : Chairman	313	2518194/9901226512
IX	Political Science & Public Administration		
1.	Prof. T. D. Devegowda : Chairman	309	2340425
2.	Prof. R. Somappa :	299	2540273
3.	Dr. K. J. Suresh :	---	080-26606860
4.	Sri. R. Prabhakar :	301	

X	Sociology				
1.	Dr. H.L. Venkatesh	:	Chairman	308	2552630
2.	Sri N. Doddasiddaiah	:		295	2515144
4.	Dr. M.H. Krishnappa	:		307	2540886
XI	Commerce & Management Studies				
1.	Prof. Jagadeesha	:	Chairman	235	
2.	Sri M.S.Yetheesh Chandra	:		269	
3.	Sri B. Ravishankar	:		271	9880619656
4.	Smt. H. Rajeshwari	:		269	9901965888
5.	Dr. Shivakumar Deene	:		271	9986996520
XII	Education				
1.	Dr. N. Lakshmi	:	Chairperson	275	2541460/9886917952
2.	Dr. Shanmukha	:		223	2542526
3.	Smt. R. Sharanamma	:		270	2515214
4.	Dr. R. Nagendra Kumar	:		270	6524340/9980737186
5.	Sri N. Krishnappa	:		223	
6.	Dr. M. Janakamma	:		236	2500152
7.	Dr. Shailaja. P. Shanubagh	:		270	2518235
XIII	Mass Communication and Journalism				
1.	Sri. Shailesh Raj Urs	:	Co - ordinator	297	9448672473
XIV	Information Technology				
1.	Sri.B.S.Vishwanatha Rao	:	Director	316	9980197694
2.	Sri.H.N.Prabhu Prasad	:		317	9845314450
3.	Sri.M.S.Sujay Kumar	:		317	9886743657
4.	Smt. Sumathi R. Gowda	:		317	9342136822
XV	Library and Information Science :				
1.	Dr. J. Shivarama	:	Co - ordinator	245	9740596653
XVI	Psychology				
1.	Dr. R. Jayaraju	:	Co - ordinator	238	9900377408
XVII	Environmental Science				
1.	Dr. T. S. Harsha	:	Co - ordinator	293	9449178802
XVIII	Food & Nutrition				
1.	Dr. C. Anitha	:	Co - ordinator	312	9916137173

CALENDAR OF EVENTS M.Phil PROGRAMMES : 2009 – 2010

Commencement of Academic Year	1st February 2009
Last Date for Payment of Programme / Tuition Fee	
Without Penal Fee	16 th March - 2009
With Penal Fee of Rs. 250/-	16 th April - 2009
With Penal Fee of Rs. 500/-	30 th April - 2009
Payment of Examination Fee without Penal Fee	December 5th 2009
Payment of Examination Fee with a Penal Fee of Rs. 100/-	January 30th 2010
Commencement of the Examination	
Announcement of the Result	
Submission of the Dissertation	
Announcement of the Final Results	

- Note:** 1. Correspondence regarding Last Date of Payment of Fees will not be entertained.
2. Dates of Contact Programmes will be intimated to Students individually. The same will be notified at the Contact Programme Centres.
- 3. If any of the Dates mentioned above happens to be a holiday, the next working day is considered last date.**

MASTER OF PHILOSOPHY (M.PHIL) DEGREE PROGRAMME.

6.1 Introduction to M.Phil

M.Phil, a foundation programme of research, has been offered by different universities in the country. Karnataka State Open University also offers it under various disciplines governed by the different school of studies. Admission to this program is pretty selective and primarily aimed at those students opting for an academic career. After finishing these programs, students normally enroll for a Ph.D program. So an M.Phil course is a pre-doctorate degree course which is mainly based on research. M.Phil, degree should be considered as the first step in the direction of research work. This programme imparts training to the candidates with requisite skills, knowledge and ability in the field of research. The programme is gaining momentum at the selection process of lecturers in the colleges. This will also facilitate the M.Phil. candidates to acquire higher research degrees like Ph.D./D.Litt.

Note: University offers M.Phil. Degree Programme in the following disciplines

School of Humanities : Under the School of Humanities, the following departments of studies and research offers M.Phil programme :

- a) Department of Studies and Research in Kannada
- b) Department of Studies and Research in English

- c) Department of Studies and Research in Urdu
- d) Department of Studies and Research in Hindi
- e) Department of Studies and Research in Sanskrit

School of Social Science : Under the School of Social Science, the following departments of studies and research offers M.Phil programme :

- a) Department of Studies and Research in History
- b) Department of Studies and Research in Economics
- c) Department of Studies and Research in Political Science
- d) Department of Studies and Research in Public Administration
- e) Department of Studies and Research in Sociology
- f) Department of Studies and Research in Mass Communication
- g) Department of Studies and Research in Library & Information Science.
- h) Department of Studies and Research in Psychology

School of Commerce & Management : Under the School of Commerce and Managements, the following department of studies and research offers M.Phil programme :

- a) Department of Studies and Research in Commerce
- b) Department of Studies and Research in Management

School of Education : Under the School of Education, the following department of studies and research offers M.Phil programme :

- a) Department of Studies and Research in Education

School of Science : Under the School of Science, the following departments of studies and research Offers M.Phil programme :

- a) Department of Studies and Research in Information Technology
- b) Department of Studies and Research in Food Science & Nutrition
- c) Department of Studies and Research in Environmental Science

6.2 Admission to M.Phil, Programme :

- a) A Post Graduate degree of any recognized University in the cognate subject with a minimum of 50% of marks or in 'B'grade.
- b) 50% of the vacancies will be reserved for general (open) quota.
- c) Of the intake, 50% of the candidates shall be from among the professionals/ Teachers with 3 years of experience. In the absence of the applicants under this category, the vacancies will be transferred to the candidates under the open quota.
- d) Reservation policy will be as per the rules of KSOU.

6.3 Selection of Candidates :

Each Department shall have an M.Phil,Committee consisting of the following members to select the candidates.

- a) The Director of the concerned school shall be the Chairperson
- b) All the Chairpersons of the Departments assigned to the school will be the members.
- c) Two senior faculty members of the Department will also be the members.
- d) The Selection Committee of the respective school will decide the number of candidates to be admitted to M.Phil degree programme, based on the numbe of eligible applications.

6.4 Duration of the Programme :

The total duration of the programme is **Two years (24Months)**.

- a) During the First year, the candidate has to focus upon learning of concepts, participating in PCP/ counselling undergo internal assessment activities, such as presentation of seminar papers, submission of assignment and participation in group discussion and tests. Besides, the candidate has to prepare himself/herself for the term-end examination. The term end examination date will be notified by **The Registrar (Evaluation)**. The activities such as counselling/ PCP, assignments, seminar, group discussion and tests will be decided by the concerned department. Communication relating to academic activities will be made by the departments at appropriate time.
- b) During the next six months the candidate has to devote himself/herself in the dissertation work, selection of the topic, collection of literature, field survey, preparation of the dissertation and submission of the dissertation followed by Viva-Voce.

6.5 Pattern of the Programme / Programme Structure :

- a) A Candidate shall study two papers namely **Research Methodology and Special Paper**. Research Methodology will help the candidate to follow the procedure for dissertation, while special paper will give proper focus on dissertation.
- b) A candidate has to submit a dissertation compulsorily and appear for Viva-Voce to defend his / her report.
- c) KSOU will supply syllabus copy and instructions to the candidate so as to enable him / her to have proper studies of M.Phil programme.
- d) Each candidate is required to pursue the course under the supervision of a Guide.
- e) The candidate is required to study through **Guided Self Study**. **No study material will be supplied.**
- f) The candidate is required to attend the Counseling session for 2 days after the admission to allot the Guide and to identify research problems to the students and to identify the area of specialization.
- g) In addition, the candidates shall attend a Personal Contact Programme (PCP) for 5 days before the theory examination, which is **mandatory**.
- h) During the Personal Contact Programme the candidate will be assessed for 50 marks through presenting two **Seminars Papers, Group Discussions and test**. Lectures and special lectures by experts in the concerned subject will be arranged.
- i) The candidate shall submit a dissertation at the end of Six months of the Second Year after the successful completion of theory examination. The said period is extendable by another six months if the candidate fails to submit the dissertation.
- j) Duplication of any earlier work is liable to be rejected by the University. Plagiarism is an offence and is punishable.
- k) The candidates shall appear for Viva-Voce after the evaluation of dissertation.

6.6 Scheme of Evaluation :

- a) One paper carrying 100 marks on **Research Methodology** in the concerned subject.
- b) **One special paper** carrying 100 marks related to the topic of dissertation.
- c) The examinations of M.Phil programme will be conducted at different places identified by the Registrar (Evaluation).
- d) The examination in each of the paper will be of **three hours** duration.
- e) The **dissertation** is for 200 marks.
- f) The **Viva-Voce** will be conducted for 50 marks after the evaluation of the

dissertation. The Viva-Voce shall be conducted by the Board of Examiners constituted by the University.

- g) All papers including dissertation shall be subject to double valuation and in case the difference of marks awarded is 20% and above in theory papers / dissertation, the same shall be sent for third valuation. The earlier marks which are nearer to the third valuation (their average) shall be taken as final marks awarded to the advantage of the candidate.
- h) The candidate is required to obtain a minimum of 50% of the marks in each of the theory papers, dissertation, Viva-Voce and internal assessments.
- i) The term end examination and internal assessment shall be completed successfully in **two appearances** within three years. Otherwise the candidate concerned will be terminated from the programme.
- j) M.Phil Programme is of Credits based as per the Distance Education Council norms.

Scheme of Examination

Sl.No	Particulars	Max Marks	Min Marks	Credits
1.	Research Methodology in the concerned subject.	100 Marks	50 Marks	12 Credits
2.	Special Paper	100 Marks	50 Marks	12 Credits
3.	Dissertation	200 Marks	100 Marks	24 Credits
4.	Internal Assessment	50 Marks	25 Marks	06 Credits
5.	Viva-Voce	50 Marks	25 Marks	06 Credits
6.	Total	500 Marks	250 Marks	60 Credits

6.7 Fee Structure for M.Phil. Programme

Sl.No	Particulars	Amount
1.	Tuition Fee + Registration Fees	Rs. 10,000/-
2.	Eligibility Fees for other University students outside Karnataka State	Rs. 1000/-
3.	Examination Fees	Rs. 5000/-
4.	N R I Candidates / Foreign Nationals	Rs.20,000/- (In addition to fees in Sl.No.1)

NOTE:

- a) Candidates of M.Phil shall pay a fee of Rs.1000/- in response to the Notification of the term-end exam. Repeaters shall pay the same amount as and when the notification is given.
- b) The candidates shall pay the remaining Rs.4000/- to the University before they submit the dissertation

- c) The candidate has to pay penal fee of Rs.1000/- towards the submission of dissertation during extendable period

6.8 Attendance

- a) The candidate shall compulsorily attend the counseling session for two days and PCP for five days
- b) The candidates shall compulsorily work with Guide in the Department for a minimum period of 30 days before the submission of the dissertation.
- Term end Examination will be conducted at the end of the academic year in different places (Examination centers recognized by KSOU, Mysore)
 - Counseling session and personal contact programme is mandatory, failing which they are not allowed to appear for the theory examination.

6.9 Dissertation:

Dissertation is a compulsory component of M.Phil programme. A dissertation is a document that presents the author's research and findings and is submitted in support of candidature for a M.Phil. degree. A good dissertation is a piece of work, which should be presented by a student in order to get the degree. A dissertation should contain the analysis of the topic under investigation and the description of the research in details.

1. A candidate of M Phil shall submit **three** copies of dissertation duly signed by himself/herself and the Guide. Further, the dissertation has to be forwarded to **The Registrar (Evaluation), KSOU, Mysore**, through **The Chairperson of the Department**.
2. The dissertation shall be submitted by the candidate on or before the date specified in the notification made by **The Registrar (Evaluation), KSOU Mysore**. If the candidate fails to submit the dissertation on or before the date, it will not be accepted by the University under any circumstances.
3. The candidates are advised not to canvass or bring pressure on any Official to secure a seat in M.Phil Programme.

The following points may be noted down by a candidate of M.Phil programme

- a. Candidate has to select a topic for the dissertation strictly under the supervision of the guide.
- b. The title of the topic shall be unambiguous and free from any flaw.
- c. He/she shall conduct the study either on empirical or the information available in secondary data.
- d. He/she must carryout the research in accordance with the research methodology.
- e. A dissertation having Piracy and plagiarism will be viewed very seriously and such dissertation is liable to be rejected by the University.
- f. The candidate shall start executing the research pertaining to the dissertation immediately after the theory exam is over.
- g. Candidates shall spend considerable amount of time to bring out a qualitative dissertation.

6.10 Viva-Voce :

Students of M.Phil have to appear for Viva-Voce compulsorily on the dates notified by The Registrar (Evaluation), Karnataka State Open University, Mysore. The Viva is a compulsory one to focus upon Research Methodology & the area of Dissertation. The students concerned are eligible to appear for Viva-Voce before the BOE constituted by the University subject to the fulfillment of the following conditions.

- i) He/ She should have remitted prescribed fee for the examination and successfully completed the theory examinations.
- ii) He/ She should have submitted M.Phil Dissertation in three sets to **The Registrar (Evaluation)** through proper channel.
- iii) Students are allowed to appear for Viva-Voce based on Identity Card/ Dissertation/ Admission Ticket issued by the University.

Note : Viva-Voce relating to M.Phil programmes will be conducted at KSOU, Mysore and the place/s as notified by **The Registrar (Evaluation), KSOU, Mysore.**

7.0 GENERAL INFORMATION :

7.1 How to Apply?

At the time of applying :

1. Use only application form of the current year. Application form issued in the previous years will not be considered.
2. Fill in the application form legibly after reading the prospectus.
3. Tuition/Programme fee, Registration fee, Eligibility fee, Penal fee (if any) should be paid through the **challan supplied by the KSOU.** Those residing in Other States may obtain the Demand Draft in favour of **The Finance Officer, KSOU, Manasagangotri, Mysore, payable at Mysore.** from any Nationalised Bank. All fees other than examination fees must be remitted in one instalment only. Students should keep the photo copy of Fees paid challan / D.D and original challan/D.D should be sent along with the filled-in Admission Application Form.

4. **Submission of filled-in application:**

Duly filled in application along with the attested photo copies of the documents pertaining to qualifying examination shall be sent to The Chairpersons of the concerned subjects,

The Chairperson

D.O.S.R. in

K.S.O.U., Mysore.

Note : Indicate the subject in the coloumn provided for

Candidates are strictly advised not to send duly filled application to any other officers of the University other than the address quoted above. Applications received by any other person other than the above said methods are liable to be rejected

5. Candidates should send four copies of stamp size photographs (preferably color) of which one must be affixed to the application form. The other three copies must be sent in a separate cover. On the back of each of these photographs the candidate must mention his / her name, class and serial number of the admission application form. Enclose Annexure -1 and Address Slip, one Self-addressed post card and Self-addressed Cover 11" x 5" size compulsorily.
6. Before you remit the prescribed fees please make sure that you fulfill all the eligibility conditions for admission to the Programme applied for. The fee once remitted will not be refunded.
7. Superscribe on the envelope about the Programme applied for i.e., **Application for M.Phil programme.**
8. Candidate shall remit the admission/ tuition fee using SBM/SBI challan only on receipt of admission intimation form the concerned Chairperson of the Academic Department.
9. After the University approves the admission, the original marks cards and Date of Birth Certificate will be returned.
10. Admission made to the Programme is provisional till the University approves it.
11. Once admission is approved by the University and Identity cards are issued the Programme/Tuition Fee will not be refunded under any circumstance.

THE STUDENTS SHOULD CARRY THE IDENTITY CARD AND FEE PAID CHALLAN (Student Copy)

TO BE SHOWN ON DEMAND WHENEVER THEY VISIT THE UNIVERSITY.

7.2 Payment of Fees: (Only Challans are valid)

1. All Payments shall be paid to General Fund a/c through Bank Challan only.
2. The Prescribed fees for the programme should be paid on or before the last date fixed for submission of application.
3. The application will be rejected if the payment of fee is not made on or before the last date fixed by the University. Under no circumstances, this date will be extended.
4. The Programme/Tuition and other fees shall be remitted in the form of Bank challan may be obtained from any branch of State Bank of India and State Bank of Mysore

Candidates should send Fee paid Challan along with filled in application form.

5. The examination fee has to be credited to the Karnataka State Open University '09' Examination Accounts only through a challan.

6. Students are required to preserve carefully student copy of the Challan for all payments made to the University. They will have to produce this copy at the time of obtaining Examination Admission ticket, Marks Card and other documents. The copy of the challan is the only valid document. Other documents about the remittance of Programme/ Tuition fee will not be accepted.
7. Money orders, IPO, or any other mode of payment will not be accepted. The University will not be responsible for the loss incurred due to such payments.
8. Identity Card bearing permanent Roll No. will be issued to every student after the admission is finalised.
9. The Programme/Tuition fee has to be paid by quoting the application number in the challan.
10. **Candidates from outside Karnataka State or those who have passed their Degree or other qualifying examination from Universities outside Karnataka State will have to pay an Eligibility Fee of Rs. 1000/-.**
11. **N.R.I Candidates / Foreign Nationals shall pay Rs. 20.000/- in addition to the regular fee indicated in page No. 13**

7.3 University Rules

No Candidate admitted to the Programme in the University shall be permitted to study simultaneously any other Programme leading to a degree in this or any other University.

1. Any student 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 forthwith and will be deprived of the benefits of attendance, examination results, awards etc., in the Programme concerned, apart from appropriate disciplinary action and imposition of penalties.
2. Candidates shall abide by the Rules and Regulations in force and those to be issued by the University from time to time.
3. False declaration of Age, Qualification etc., by the candidate will disqualify his / her admission to the University.
4. **All legal disputes will come within the jurisdiction of Mysore city Courts.**
5. The offices of the University and Library will remain closed on all Sundays and General Holidays.
6. **This Prospectus provides all necessary information you need as a student of the University.**
You are therefore advised to keep the prospectus till you complete your Programme. Avoid unnecessary correspondence about the details already available in the prospectus.
7. To receive the Degree Certificate after passing the Examination, a student should directly apply to **The Registrar(Examination), Karnataka State Open University, Manasagangotri, Mysore - 570 006**, in the prescribed application form. Other details may be obtained from the University.

7.4 Change of Address

In the event of Change of Address, students are required to write to the Chairperson of the concerned department and get confirmation about the same, so that all communications reaches the students on time.

7.5 Duplicate / Renewal of Identity Card

If the Original Identity Card is lost, the following records have to be submitted with a written request for Duplicate Identity Card along with a fee of Rs.100/- (through Bank Challan).

- (a)** Student should address a letter to the Admission section
- (b)** A Photocopy of previous Identity card (if available), attested copy of marks card, photograph and Bank Challan for fee paid should be enclosed.

7.6 About the Address

Student should write their correct address legibly (with pin code) with Phone number/s in all the address slips enclosed along with the Application form. Please send them to the University. These slips will be pasted to the letters /Lessons to be sent by the University along with your admission application. These address slips will be used to send you study materials and other letters to you.

7.7 Letter Correspondence

It is quite common for student to make telephone calls, send e-mail and write a letter to get solution for problems they would face during their study period. On such occasions students should mention their name, address, enrollment number, Programme of study and medium without fail. This will help to solve the problems quickly.

7.8 Not submitting the Fee paid application on time

It is noticed that some students do not submit the fee paid Challan and filled-in application form within the last date and such application will not be accepted after the due date. The University reserves the right to accept or reject the applications which reach the University office after the last date. No complaint will be entertained in this matter.

7.9 Students' response to KSOU letters

Students should respond immediately to letters that are sent from the University seeking information etc.
