



VELS



INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)
(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)
PALLAVARAM - CHENNAI
INSTITUTION WITH UGC 12B STATUS

Prospectus for ODL Programmes Calendar Year (CY)-2024



Centre for Distance and Online Education

Vels Institute of Science, Technology and Advanced Studies (VISTAS)

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ACCREDITED BY **NAAC** WITH '**A**' GRADE

*Marching Beyond **30** Years Successfully*

INSTITUTION WITH **UGC 12B** STATUS

Centre for Distance and Online Education (CDOE)

**Admission Prospectus for the
Open and Distance Learning (ODL) Programmes**

Calendar Year (CY) - 2024

Cost of Application and Prospectus: Rs.100/-

VISTAS- VISION AND MISSION

VISION:

To make the Institute an **epitome of excellence** in higher education by effectively providing high quality education and rigorous training to students in multiple streams of choice with ample scope for all round development to make them excel in their profession for betterment of the society.

MISSION:

- Effectively **imparting knowledge** and inculcating innovative **thinking**.
- Facilitating **skill enhancement** through add-on courses and **hands-on training**.
- Doing original, socially relevant, **high quality research**.
- Facilitating appropriate co-curricular, extracurricular and extension activities.
- Instilling the spirit of **integrity, equity, professional ethics** and **social harmony**.

Vels Institute of Science, Technology & Advanced Studies (VISTAS)

About VISTAS

VISTAS deemed to be University was established under section 3 of the Act of 1956 of University Grants Commission, Government of India, New Delhi. VISTAS has originated from a Self-Financing Group of Institutions known as Vels Group of Institutions established in the year 1992. The deemed to be University is located at Pallavaram around 2 kilometer, south of Pallavaram Railway Station and nearly 4 kilometer away from Chennai Airport.

The Deemed University status was conferred on 04.06.2008 by the Ministry of Human Resource Development (MHRD), Government of India (GOI) through its Notification No. F.9 – 56/2004-U.3 and by the University Grants Commission (UGC) by its Notification No. F.6 - 4/2005 (CPP-I) dated 30th July 2008.

Dr. Ishari K.Ganesh is the Founder-Chancellor, Vels Institute of Science, Technology and Advanced Studies (VISTAS).

VISTAS has blossomed into a Multi-disciplinary Institute offering more than 64 Under-Graduate (UG) Programmes, 39 Post-Graduate(PG) Programmes, 30 Doctoral Programmes, 5-Open and Distance Learning (ODL) Programmes, besides 21 Diploma Programmes and 45 Value Added Courses through 18 Schools and 46 Departments.

VISTAS is included in the list of Deemed to be Universities under section of 12B of the UGC Act, 1956 on November 2021.

An Institute of Potential Excellence

VISTAS is the result of two decades of dedicated efforts to continuously enhance and create an environment of all round growth for the students, and provide them necessary exposure and opportunities to become Industry –Ready, at national and international level.

The VISTAS follows the semester pattern and Choice Based Credit System (CBCS) for all its Academic programmes both at the Under-Graduate and Post-Graduate levels. The system is expected to promote multi-point entry and flexibility to suit the needs of individual learners. The Academic programmes offered by VISTAS are approved by University Grants Commission (UGC), Distance Education Bureau (DEB), All India Council for Technical Education (AICTE), Pharmacy Council of India (PCI), National Council for Teacher Education (NCTE), Bar Council of India (BCI) and Director General of Shipping (DGS).

VISTAS culture strongly support diversity and inclusion, it includes students and faculty from a wide variety of social, cultural and geographical backgrounds. This promotes flexibility, tolerance and adaptability, thus preparing the students to easily get accommodated in multinational environment and global workspaces.

A plush green state of the art campus of VISTAS is spread across 29 acres, fully equipped with technological infrastructure – Wi-Fi Internet, computing centers, labs and well-furnished classrooms.

Centre for Distance and Online Education (CDOE)

About CDOE

The CDOE was established in the year 2020 to provide quality Open and Distance Learning (ODL) and also Online Learning (OL). CDOE has been equipped with teaching staff, technical staff and non-teaching staff to provide good support services to the students.

Open and Distance Learning (ODL) of VISTAS-CDOE gives you the flexibility to acquire University degree without the need to visit the campus often. VISTAS-CDOE involves the creation of an educational experience of qualitative value for the learner that is best suited to the needs outside the classroom.

As a learner in distance education, the learners can study the programme content through a number of means including the use of Self-Learning Material (SLM), electronic library resources, and by contacting faculty in Personal Contact Programme (PCP) and receiving all supplementary study materials through online. VISTAS holds a great potential in turning itself into a leading source of knowledge acquisition and skill development to enhance learning experience and help in life-long learning. ODL Programmes of VISTAS are designed in such manner to help many students to achieve their educational aspirations.

CDOE Vision

- To provide Higher education to a vast majority of population with a unique learner-centric model of education.
- To make distance education socially-relevant, industry-oriented, and inclusive of all respects.
- To emerge as a World Class hub of knowledge acquisition and skill development outcomes.

CDOE Mission

- To achieve the status of Centre of Excellence in Distance learning arena.
- To be flexible and accessible to a vast majority of aspiring learners.
- To make social elitism at affordable cost.
- To be in the forefront in building human resources by fostering freedom, empowerment, creativity and innovations oriented towards career prospects and in enhancing Gross Enrollment Ratio (GER).
- To make learners accomplish a high degree of academic achievement and cherish their association with the VISTAS-CDOE forever.

Learning Pedagogy -ODL

Delivery methodology in VISTAS ODL Programmes, is unique in many aspects. The distance mode of imparting education at VISTAS relies on technology to take its academic programmes to the doorsteps of learners far and wide. The system is more learner-oriented and the learner has to be an active participant in the learning process. It combines the features of conventional wisdom and the benefits of technology-driven techniques. A multi-channel approach is followed in knowledge acquisition comprising the following support services:

- Self-learning material.
- Assignments, Projects and Case studies with real time exposure
- Digital library resources and Supplementary Materials provided online
- Week-end Personal Contact Programme
- Social Media groups for exchange of information and peer group interaction

The SLMs are prepared by well qualified faculties of VISTAS who have with more than 10 years of teaching experience with adequate knowledge in Open Distance Learning.

List of Academic Programmes on offer through ODL Mode

The following Under Graduate and Post Graduate Programmes are on offer from the Academic Year 2023-2024 with the approval of University Grants Commission (UGC)-Distance Education Bureau (DEB).

S.No	Programme Code	Name of Programme	Eligibility	Duration-Minimum	Age	Fees
1	B.B.A	Bachelor of Business Administration	Candidates who have passed in the 12 th Standard or its equivalent/ 12 th from NIOS, SIOS, RIOS or 3 Years Diploma from DOTE or 2 Years ITI(NCVT)	3 Years	No Age limit	Rs.2,500/- per semester
2	B.Com	Bachelor of Commerce	Candidates who have passed in the 12 th Standard or its equivalent/ 12 th from NIOS, SIOS, RIOS or 3 Years Diploma from DOTE or 2 Years ITI(NCVT)	3 Years	No Age limit	Rs.2,500/- per semester
3	BAHEC	BA(Hons) Economics	Candidates who have passed in the 12 th Standard or its equivalent/ 12 th from NIOS, SIOS, RIOS or 3 Years Diploma from DOTE or 2 Years ITI(NCVT)	3 Years	No Age limit	Rs.2,500/- per semester
4	BAHEN	BA(Hons) English	Candidates who have passed in the 12 th Standard or its equivalent/ 12 th from NIOS, SIOS, RIOS or 3 Years Diploma from DOTE or 2 Years ITI(NCVT)	3 Years	No Age limit	Rs.2,500/- per semester
5	MBA	Master of Business Administration	Any Bachelor Degree from the recognized University/ Institutions or its equivalent	2 Years	No Age limit	Rs.12,500/- per semester

Note:

1. All the above five ODL Programmes are offered in English Medium only.
2. The Maximum Duration for the BBA, B.Com, BA(Hons) English and BA(Hons) Economics Programme is 6 years and for the MBA Programme is 4 years.
3. In addition all the Students have to pay Rs.300/- for Registration and Rs.200/- for postal charges.

Admission Process

The VISTAS-CDOE has converted all its Admission operations and its process into online and therefore, the applications for admission into all the programmes will be accepted through online. Please refer VISTAS-CDOE website <https://www.vistascdoe.in/> for online admission. The VISTAS-CDOE has an

admission unit at Dr. APJ Abdul Kalam Block, VISTAS-CDOE, Pallavaram to assist the applicants for the admission into ODL Programmes.

The academic activities of the VISTAS-CDOE are carried out in two Admission Cycles, i.e., **Calendar Year** which commences from the month of January every year and **Academic Year** which commences from the month of July every year.

Submission of Application Form

1. Before submitting the Application, applicants are asked to read carefully and thoroughly the prospectus which is available in the VISTAS-CDOE website (www.vistascdoe.in). Students are advised to, check eligibility regarding age, educational qualification and experience for the programmes applied for, while applying through online.
2. Copies of the certificates, photograph, Aadhar card (Number) of the applicant and the signature of the applicant should be self-attested and uploaded.
3. Eligibility for the admission into ODL Bachelor Degree is that the applicants should possess award of 10+2 from School Education / 10+2 years Industrial Training Institute (I.T.I) / or 10+3 years any Diploma Courses / Senior Secondary Certificate from National institute of Open Schooling (NIOS) or State Institute of Open Schooling (SIOS) or Rural Institute of Open Schooling (RIOS).
4. Only those applicants who have passed the qualifying examination under the 10+2+3 pattern or from the Colleges or under recognised University or higher education institute will be eligible for admission for MBA Degree.
5. If the copies of the Certificates enclosed are in a language other than Tamil or English, a true version of the Certificates in Tamil or English duly certified by a person authorised to attest the Certificates or self-attested must be enclosed.

Mode of Payment of Fee

For all the Programmes, the fees shall be paid to the VISTAS-CDOE through online. For online payment Account No: **923010045038449**, Account Name: **VISTAS- CDOE**, IFSC Code: **UTIB0000083**, Bank Name: **Axis Bank Ltd**, Branch: **Madipakkam, Chennai**.

However, Demand Draft (in exceptional case) will also be accepted towards the payment in the name of “VISTAS - CDOE” payable at “Chennai” for Admission fee, Registration fee, Examination fee, Provisional Certificate and Convocation fee drawn from any Nationalized Banks.

Processing of Application Forms, Allotment of Enrollment Number and Issue of ID Cards

The Admission Section shall, after detailed examination of the online Application, allot the Enrollment Number and send the ID Cards to the students. The students shall quote the Enrollment Number in all their future correspondences with the VISTAS-CDOE. The VISTAS-CDOE will send the Student Identity Card to his/her address.

Issue of Duplicate Identity Card

In case of loss of Identity Card, the student shall apply to The Director, CDOE, VISTAS for the issuance of Duplicate Identity Card in the prescribed form given in link - <https://www.vistascdoe.in/download-forms/>, with a prescribed fee of Rs.150/- paid vide using Debit Card / Demand Draft drawn in favour of “VISTAS, CDOE” payable at Chennai.

In case of non-receipt of Identity Card, students may write to The Director, CDOE, VISTAS for getting Duplicate Identity Card. The Duplicate Identity Card in such cases will be issued free of cost.

Mode of Payment of Second semester Fee

A student after the completion of the first semester shall make the second semester fee only through online which is available in the VISTAS-CDOE website www.vistas.ac.in.

Refund of Fee

The Programme fee once paid shall not be refunded. However, if on scrutiny, the Applicant is found ineligible for admission to his/her Programme of choice, an amount of Rs.500/- shall be deducted by the VISTAS-CDOE as processing fee and the balance amount of the fee paid to the VISTAS-CDOE shall be refunded to the Applicant.

Issue of Self Learning Materials

Self-Learning Materials for all the semester of study shall be issued directly to the students. In case of non-receipt of Self-Learning Materials, the students are requested to contact the Director, CDOE, VISTAS, Pallavaram, Chennai-600117, (Mobile No: 9952621057).

Change of Address

If the student wish to register a change of address for communication, the same may be informed to the Director, CDOE, VISTAS, Pallavaram, Chennai-600117 in the prescribed form given in the link - [https://www.vistascdoe.in /download-forms/](https://www.vistascdoe.in/download-forms/) with a prescribed fee of Rs.100/-paid vide using Debit Card/Demand Draft drawn in favour of “VISTAS-CDOE” payable at Chennai. Students shall make their own arrangements with the postal authorities for redirecting the communications, if any, addressed to them till the changes are effected in the VISTAS-CDOE master records.

Change of Programme

The student is permitted a one-time change of Programme in the first semester of study only, before the completion of the respective Calendar year / Academic year admission process. A student opting for a change in the Programme/Course should pay: The additional amount of Programme fee, if any, over and above the fee already paid for the original Programme.

The student should write to the Director, CDOE, VISTAS in the prescribed form given in [https://www.vistascdoe.in /download-forms/](https://www.vistascdoe.in/download-forms/) with a fee of Rs.1000/- towards processing fee plus additional programme fee paid vide using Debit Card/Demand Draft drawn in favour of “VISTAS- CDOE” payable at Chennai.

In case, the Programme fee already paid for the first opted Programme are more than that of the newly opted Programme, no refund of the difference in the amount shall be made to the student.

Change of Name

The student shall apply for Change of Name in the prescribed format given in the link -[https://www.vistascdoe.in /download-forms/](https://www.vistascdoe.in/download-forms/), along with the prescribed fee of Rs.100/- vide using Debit Card/Demand Draft drawn in favour of “VISTAS-CDOE” payable at Chennai and the copy of the Gazette Notification.

Personal Contact Programme (PCP)

Personal Contact Programme will be organized during the Saturdays and Sundays at Vels Institute Science, Technology and Advanced Studies (VISTAS)-Centre for Distance and Online Education (CDOE), Pallavaram, Chennai-600117. A separate PCP Schedule will be prepared and communicated to all students. 10 per cent of Credit hours will be allotted to PCP. Qualified Academic Counsellors will handle the Personal Contact Programme.

Examination System: Examination to the B.Com, BBA, BA (Hons)-English, BA (Hons)-Economics and MBA Programme is designed to maintain quality of standard. The Examination for the B.Com, BBA, BA (Hons)-English, BA (Hons)-Economics and MBA Programme consists of Theory Courses and Project (for MBA only).

Assignments

The Scheme of Evaluation includes the Continuous Internal Assessment (CIA) through Assignments and it carries 30% weightage. Students are expected to submit one assignment for every two credit. The Assignment questions will be prepared and posted in the VISTAS-CDOE website.

Students have to download the assignment questions and write the answers in the A4 sheets and submit to the Director, Centre for Distance and Online Education (CDOE), Pallavaram, Chennai-600117 for evaluation. More details about assignments will be given in the instructions for Assignment submission.

Theory Examinations/End Semester Examinations (ESE)

The Theory Examinations shall be of three hours duration to each Course and conducted at the end of the semester. The candidates failing in any Course(s) will be permitted to reappear for each failed Course(s) in the subsequent examinations and it has 70% weightage.

The End Semester Examinations (ESE) will be conducted by VISTAS-CDOE every Year in the month of June and December for the First Semester and Second Semester respectively. All the Examinations will be conducted at the Centre for Distance and Online Education (CDOE), Pallavaram, Chennai-600117.

A separate instructions with examination form will be communicated to the students and the same will be posted in VISTAS-CDOE website also.

Passing Minimum for Assignment and Theory Examination

The Candidate shall be declared to have passed the examination, if the candidate secures not less than 25 marks in the End Semester Examination (ESE) in each theory paper and secures not less than 10 marks in the Continuous Internal Assessment (CIA) and overall aggregated marks of 40 in both external and internal taken together for B.Com, BBA, BA(Hons)-English and BA(Hons)-Economics Programme and not less than 35 marks in the End Semester Examination (ESE) in each theory paper and secures not less than 15 marks in the Continuous Internal Assessment (CIA) and overall aggregated marks of 50 in both external and internal taken together for MBA Programme.

Programme	Continuous Internal Assessment (CIA)		End Semester Examination (ESE)		Overall Aggregated Marks	
	Minimum Pass Mark	Maximum Mark	Minimum Pass Mark	Maximum Mark	Minimum Pass Mark	Maximum Mark
B.Com	10	30	25	70	40	100
BBA	10	30	25	70	40	100
BA(Hons)-English	10	30	25	70	40	100
BA(Hons)-Economics	10	30	25	70	40	100
MBA	15	30	35	70	50	100

Note: In case, if a student failed to secure 40 per cent of aggregate marks in the B.Com, BBA, BA(Hons)-English and BA(Hons)-Economics, he/she may have to re-appear in End Semester Examination or re-do the assignments for securing 40 per cent .i.e. aggregate passing minimum.

Delivery of Programme

B.Com, BBA, BA(Hons)-English and BA(Hons)-Economics and MBA Programme will be offered through VISTAS-CDOE. The Assistant Professors/Associate Professors/ Professors of relevant faculty employed in VISTAS and other HEIs faculties are eligible and available to handle the Academic Counselling/PCP in VISTAS-CDOE for B.Com, BBA, BA (Hons)-English and BA (Hons)-Economics and MBA Programme.

Policy of Programme Delivery

The Academic Calendar for the Programme will be available for the learners to track down the chronological events/ happenings. The Academic Counselling/PCP schedule will be uploaded in the VISTAS website and the same will also be intimated to the students through SMS/e-mail.

Cancellation of Admission

Admission is liable to be cancelled at any stage on the following grounds.

- A candidate admitted to a programme provisionally without verifying and ascertaining his / her eligibility for admission and found ineligible later through scrutiny of the filled in admission form.
- Suppression of facts, furnishing incomplete, wrong, or false information in filled-in admission form.
- Misconduct, Indiscipline and Violation of VISTAS-CDOE Norms, Rules & Regulations.

Refund

If found ineligible later, admission will be cancelled and claim for refund of such fees will be considered by the VISTAS-CDOE after deduction of service charges, as applicable from time to time as per prevailing norms of the VISTAS-CDOE.

Programme Details

(1).Bachelor of Commerce (B.Com) - ODL Mode Semester Pattern

Programme's Mission and Objectives

Bachelor of Commerce, abbreviated as B.Com is an undergraduate degree in commerce and related subjects. The Programme is designed to provide students with a wide range of managerial skills and understanding in streams like Finance, Accounting, Taxation and Management.

The Department of Commerce provides students with the Bachelor of Commerce degree, with a substantial amount of specialization in the fields of Commerce and Accounting. This Programme is suitable for those who wish to pursue a career in Commerce, most commonly, who are aspiring for CA (Chartered Accountant) CMA (Cost and Management Accountant), CS (Company Secretaryship) and M.Com Degree. This is mainly due to the course content, where greater emphasis is laid on subjects that would help develop a career in these fields. To enable the students to obtain a good understanding of how the commercial and financial aspects of a business need to be managed. To create and nurture Financial, Marketing and Accounting Professionals who possess a high level of knowledge and competence to effectively contribute to society with commitment and integrity.

Programme Educational Objectives (PEOs)

Bachelor of Commerce programme has the following PEOs which are required for the students to develop their knowledge and skills to meet future business needs.

PEO-1: To help the students gain understanding of the functions and responsibilities of managers and to develop cognizance of the importance of management principles.

PEO-2: To appraise current practice critically and evaluate proposed changes from the theoretical base and to develop the students' ability to deal with numerical and quantitative issues in business.

PEO-3: To facilitate the understanding of Company Accounts in general and to motivate students to understand the various provisions of the Companies Act and to create the knowledge of Legal perspective and its practices to improvise the business.

PEO-4: To impart knowledge in concepts and tools of Operations Research and to understand mathematical models used in Operations Research.

PEO-5: To familiarize students with the basic concepts of cost and various methods and techniques of costing.

PEO-6: To introduce students to the basic concepts in Income-Tax and to give them the necessary expertise to file return of income tax and to take up job in filing of tax.

Programme Outcomes (POs)

The study of B.Com helps students:

PO-1: Gain knowledge in various areas of Accounting, Marketing, Banking, Human Resource Management, Finance and Laws relating to companies.

PO-2: To be equipped to the world of work, particularly, work of the future. The student will get a first-hand exposure of working in the real world.

PO-3: To develop managerial knowledge and tactical dexterity, with a broader skill set and encourages them to seek out audacious, innovative solutions for today's business.

PO-4:To formulate business problems and provide innovative solutions thus, moulding them into future visionaries, management leaders that are compassionate yet efficient.

PO-5:To get a rigorous base for teaching, research, and allied business administrations.

PO-6: To build a concrete footing for advanced studies in Commerce and to stand with the requirement of Business Sector, Insurance, and Banking seeking youth fit for employment.

Programme Specific Outcomes (PSOs)

PSO-1: B.Com Programme provides the outcome of Accounting, Banking, Cost Accounting, Management Accounting, Financial Management, Marketing Management, Financial Services, and Human Resource Management in the Commerce.

PSO-2: This Programme has opened opportunities in the trade of Commerce, Business, Banking, and Insurance and in related eve of business.

PSO-3: Self-employment confidence development.

PSO-4: Students will get the practical skill to work as accountant.

B.Com-Programme Structure

First Year-First Semester

S.No	Course Code	Course Title	Category	No. of Credits	Exam Hrs	Marks Distribution		Max. Marks
						*CIA	*ESE	
1	DLTAM -11	Tamil - I	Language- I	4	3	30	70	100
2	DLENG-11	English - I	Language- II	4	3	30	70	100
3	DCBGL-11	Financial Accounting - I	CORE	4	3	30	70	100
4	DCBBA-12	Business Management	CORE	4	3	30	70	100
5	DCBEC-13	Managerial Economics	CORE	4	3	30	70	100
Total First Semester Credits				20				

First Year-Second Semester

6	DLTAM- 21	Tamil - II	Language-III	4	3	30	70	100
7	DLENG-21	English - II	Language-IV	4	3	30	70	100
8	DCBGL-21	Financial Accounting - II	CORE	4	3	30	70	100
9	DCBBA-22	Human Resource Management	CORE	4	3	30	70	100
10	DCBBA-23	Organizational Behaviour	CORE	4	3	30	70	100
Total Second Semester Credits				20				

Second Year- Third Semester

11	DLTAM-31	Tamil – III	Language- V	4	3	30	70	100
12	DCBMS-31	Business Statistics	CORE	4	3	30	70	100
13	DCBGL-32	Business Law	CORE	4	3	30	70	100
14	DCBGL-33	Corporate Accounting - I	CORE	4	3	30	70	100
15	DEVS-031	Environmental Studies	AECC	2	3	30	70	100
16		Optional-1		4	3	30	70	100
17		Optional-1		4	3	30	70	100
Total Third Semester Credits				26				

Second Year- Fourth Semester

18	DCBMS-41	Operations Research	CORE	4	3	30	70	100
19	DCBGL-42	Corporate Accounting - II	CORE	4	3	30	70	100
20	DCBGL-43	Financial Services	CORE	4	3	30	70	100
21	DSBBA-41	Personality Development	SEC	2	3	30	70	100
22	DDBBA-42	Business Communication	AECC	4	3	30	70	100
23		Optional-2		4	3	30	70	100
24		Optional-2		4	3	30	70	100
Total Fourth Semester Credits				26				

Third Year- Fifth Semester

25	DCBGL-51	Cost Accounting	CORE	4	3	30	70	100
26	DCBGL-52	Income Tax Law and Practice-I	CORE	4	3	30	70	100
27	DCBBA-51	Financial Management	CORE	4	3	30	70	100
28	DCBBA-52	Marketing Management	CORE	4	3	30	70	100
29	DCBEC-53	Indian Economy-I	CORE	4	3	30	70	100
30	DGBBA-51	Consumer Affairs	GE	2	3	30	70	100
31		Optional-3		4	3	30	70	100
Total Fifth Semester Credits				26				

Third Year- Sixth Semester

32	DCBBA-62	Management Accounting	CORE	4	3	30	70	100
33	DCBGL-62	Income Tax Law and Practice-II	CORE	4	3	30	70	100
34	DABGL-63	Banking Theory Law and Practice	CORE	4	3	30	70	100
35	DCBGL-64	Practical Auditing	CORE	4	3	30	70	100
36	DGBBA-61	Disaster Management	GE	2	3	30	70	100
37		Optional-4		4	3	30	70	100
Total Sixth Semester Credits				22				
Total Credits=140								

*CIA- Continuous Internal Assessment /*ESE- End Semester Examination

Optional Courses Available

The following Discipline Specific Elective (DSE) Courses, Skill Enhancement Courses (SEC) and Ability Enhancement Courses (AEC) are also available for the learners to choose from 3rd Semester onwards from the following Courses:

S.No	Course Code	Course Title	Category	No.of. Credits
Semester- III:Optional-1				
1	DAENG-31	English for Competitive Exam	AEC	4
2	DDBGL-32	Company Law	DSE	4
3	DABGL-33	Universal Human Values	AEC	4
Semester - IV:Optional-2				
4	DDBBA-41	Capital Market	DSE	4
5	DCBBA-42	Research Methodology	DSE	4
6	DDBBA-43	Computer Applications in Business	DSE	4
Semester- V:Optional-3				
7	DAENG-51	Counselling and Negotiation Skills	AEC	4
8	DDBBA-52	E-Business	DSE	4
9	DCBBA-52	Industrial Relations	DSE	4
Semester - VI:Optional-4				
10	DAENG-61	Soft Skills	AEC	4
11	DDBBA-62	International Finance	DSE	4
12	DDBBA-63	Brand Management	GE	4
Total Credits of Optional Courses				48

Language Optional Papers Available

The following Language Optional Courses are available to the learners who could not study Tamil as Language from 1st Semester to 3rd Semester. Learners has to choose any one(either English or Hindi) from the following Course semester wise.

S.No	Course Code	Course Title	Category	No.of. Credits
Semester- I:Optional				
1	DLENG-10	English-V	Language	4
2	DLHND-10	Hindi-I	Language	4
Semester - II: Optional				
3	DLENG-20	English-VI	Language	4
4	DLHND-20	Hindi-II	Language	4
Semester- III: Optional				
5	DLENG-30	English-VII	Language	4
6	DLHND-30	Hindi-III	Language	4

(2).Bachelor of Business Administration (B.B.A) - ODL Mode Semester Pattern

Programme's Mission and Objectives

Bachelor of Business Administration (B.B.A) Programme is one of the core and popular Bachelor's Degrees. It is a course that covers the Principles of Management, as well as its theories and applications. Human Resource Management, Marketing Management, Financial Services, E- Business, Financial Management and Management Accounting are covered under this course. Students pursuing this Programme will have a great career in Banking, Finance and other major industries.

Bachelor of Business Administration or B.B.A is one of the most popular bachelor degrees. This degree programme deals the management of a business, company or organization. The students are taught skills and in-depth knowledge of the business world, and all the intricate aspects of running a business. This is one of the best professional degree among that's popular with 12th pass students.

Programme Educational Objectives (PEOs)

Bachelor of Business Administration (B.B.A) Programme have the following PEOs which are required for the students to develop their knowledge and skills to meet future business needs.

PEO-1: To provide basic knowledge in financial Accounting concepts and also to gain working knowledge of the participants and procedure of accounting and their application.

PEO-2: To Equip the Students with understanding of the Marketing Elements and Sensitize them to certain Emerging Issues in Marketing.

PEO-3: To create the knowledge of Legal perspective and its practices to improvise the business and to develop and strengthen entrepreneurial quality and motivation in students.

PEO-4: To know about proper understanding of Statistical applications in Business and Management and to impart knowledge in concepts and tools of Operations Research.

PEO-5: To gain a solid understanding of human behaviour in the workplace from an individual, group, and organizational perspective.

PEO-6: To understand the legal framework for the efficient decision-making related to manpower management, industrial relations, the production and operation function and to familiarize students with the techniques of planning and control.

PEO-7: To make them understand the canons and objectives of tax and to make them aware of Goods and Services tax act in a concise manner and to give them peep into tax audit.

Programme Outcomes (POs)

The BBA curriculum has been mapped to these outcomes, which are regularly assessed to identify levels of student achievement and areas of improvement. Students who are Graduates of the Business Administration degree programme will be able to:

PO-1: Students are able to define, analyze, and devise solutions for structured and unstructured business problems and issues using cohesive and logical reasoning patterns for evaluating information, materials, and data.

PO-2: Students are able to conceptualize a complex issue into a coherent written statement and oral presentation.

PO-3: Students are competent in the use of technology in modern organizational operations.

PO-4: Students can demonstrate the fundamentals of creating and managing innovation, new business development, and high-growth potential entities.

PO-5: Students can demonstrate technical competence in domestic and global business through the study of major disciplines within the fields of business.

PO-6: Apply ethical principles and commit to professional ethics and responsibilities and norms of the Management practice.

PO-7: Students can understand the impact of the professional solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

Programme Specific Outcomes (PSOs)

PSO-1: To demonstrate the knowledge of various management principles and to apply in practical life.

PSO-2: To develop entrepreneurial skill in the students.

PSO-3: To determine the practical skill and to work as a management trainee in both manufacturing as well as in financial supporting services.

B.B.A-Programme Structure

First Year-First Semester

S.No	Course Code	Course Title	Category	No. of Credits	Exam Hrs	Marks Distribution		Max. Marks
						*CIA	*ESE	
1	DLTAM-11	Tamil - I	Language- I	4	3	30	70	100
2	DLENG-11	English - I	Language- II	4	3	30	70	100
3	DCBGL-11	Financial Accounting - I	CORE	4	3	30	70	100
4	DCBBA-12	Business Management	CORE	4	3	30	70	100
5	DCBEC-13	Managerial Economics	CORE	4	3	30	70	100
Total First Semester Credits				20				

First Year-Second Semester

6	DLTAM- 21	Tamil - II	Language-III	4	3	30	70	100
7	DLENG-21	English - II	Language-IV	4	3	30	70	100
8	DCBBA-21	Business Environment	CORE	4	3	30	70	100
9	DCBBA-22	Human Resource Management	CORE	4	3	30	70	100
10	DCBBA-23	Organizational Behaviour	CORE	4	3	30	70	100
Total Second Semester Credits				20				

Second Year- Third Semester

11	DLTAM-31	Tamil – III	Language- V	4	3	30	70	100
12	DCBMS-31	Business Statistics	CORE	4	3	30	70	100
13	DCBGL-32	Business Law	CORE	4	3	30	70	100
14	DCBBA-33	Digital Marketing	CORE	4	3	30	70	100
15	DCBBA-34	Consumer Behaviour	CORE	4	3	30	70	100
16	DEVS-031	Environmental Studies	AECC	2	3	30	70	100
17		Optional-1		4	3	30	70	100
Total Third Semester Credits				26				

Second Year- Fourth Semester

18	DCBMS-41	Operations Research	CORE	4	3	30	70	100
19	DCBBA-42	Research Methodology	CORE	4	3	30	70	100
20	DCBGL-43	Financial Services	CORE	4	3	30	70	100
21	DDBBA-44	Advertisement and Sales Promotion	AECC	2	3	30	70	100
22	DSBBA-41	Personality Development	SEC	2	3	30	70	100
23		Optional-2		4	3	30	70	100
24		Optional-2		4	3	30	70	100
Total Fourth Semester Credits				24				

Third Year- Fifth Semester

25	DCBBA-51	Financial Management	CORE	4	3	30	70	100
26	DCBBA-52	Marketing Management	CORE	4	3	30	70	100
27	DCBBA-53	Total Quality Management	CORE	4	3	30	70	100
28	DCBBA-54	Industrial Relations	CORE	2	3	30	70	100
29	DGBBA-51	Consumer Affairs	GE	2	3	30	70	100
30		Optional-3		4	3	30	70	100
31		Optional-3		4	3	30	70	100
Total Fifth Semester Credits				24				

Third Year- Sixth Semester

32	DCBBA-61	Business Taxation	CORE	4	3	30	70	100
33	DCBBA-62	Management Accounting	CORE	4	3	30	70	100
34	DCBBA-63	Production and Operations Management	CORE	4	3	30	70	100
35	DGBBA-61	Disasters Management	GE	2	3	30	70	100
36	DSBBA-61	Entrepreneurship Development	SEC	4	3	30	70	100
37		Optional-4		4	3	30	70	100
38		Optional-4		4	3	30	70	100
Total Sixth Semester Credits				26				
Total Credits = 140								

*CIA- Continuous Internal Assessment /*ESE- End Semester Examination

Optional Courses Available

The following Discipline Specific Elective (DSE) Courses and Ability Enhancement Courses (AEC) are also available for the learners to choose from 3rd Semester onwards from the following courses:

S. No	Course Code	Course Title	Category	No.of. Credits
Semester-III: Optional-1				
1	DAENG-31	English for Competitive Exam	AEC	4
2	DDBBA-32	Security Analysis and Portfolio Management	DSE	4
3	DABGL-33	Universal Human Values	AEC	4
Semester-IV: Optional-2				
4	DDBBA-41	Capital Market	DSE	4
5	DDBBA-42	Business Communication	DSE	4
6	DDBBA-43	Computer Application and Business	DSE	4
Semester-V: Optional-3				
7	DAENG-51	Counselling and Negotiation Skills	AEC	4
8	DDBBA-52	E-Business	DSE	4
9	DDBBA-53	Transportation and Distribution Management	DSE	4
Semester-VI: Optional-4				
10	DAENG-61	Soft Skills	AEC	4
11	DDBBA-62	International Finance	DSE	4
12	DDBBA-63	Brand Management	DSE	4
Total Credit of Optional Courses				48

Language Optional Papers Available

The following Language Optional Courses are available to the learners who could not study Tamil as Language from 1st Semester to 4th Semester. Learners has to choose any one (either from English or Hindi) from the following Course semester wise.

S.No	Course Code	Course Title	Category	No.of. Credits
Semester- I:Optional				
1	DLENG-10	English-V	Language	4
2	DLHND-10	Hindi-I	Language	4
Semester - II: Optional				
3	DLENG-20	English-VI	Language	4
4	DLHND-20	Hindi-II	Language	4
Semester- III: Optional				
5	DLENG-30	English-VII	Language	4
6	DLHND-30	Hindi-III	Language	4

(3).Bachelor of Arts (Hons) Economics-ODL Mode Semester Pattern

Programme's Mission and Objectives

The Bachelor of Arts (Hons) Economics, is an undergraduate degree in Economics and related subjects. The Programme is designed to provide students with holistic education in Economics and understanding in streams like Public Finance, Financial Markets, Mathematical concepts and Management skills. Vels Institute of Science, Technology and Advanced Studies (VISTAS) started the Department of Economics with the vision of providing the opportunity for quality education in Economics to all realms of society. Since the beginning, hundreds of students have availed themselves of this opportunity for higher education in field of Economics to a great extent throughout Tamilnadu and other part of India. Many students outside the State had also benefited from this. Now it is the new endeavor of the Institute, offering different types of Conventional Graduate and Post Graduate Programmes in addition to Value Added Programmes which are very relevant to contemporary society. This is being done with the academic and infrastructural support of the eminent schools and interdisciplinary inter University centers of the Institute.

The Department of Economics provides students with the Bachelor of Arts (Hons) Economics degree, with a substantial amount of specialization in the fields of Economics. This Programme is especially suitable for those who wish to pursue a career in Economics, most commonly, aspiring IES, IAS, UPSC, TNPSC students. This is mainly due to the course content, where greater emphasis is laid on such subjects that would help develop a career in these fields,

Programme Educational Objectives (PEOs)

PEO4: To facilitate the students to go for economic decision making with mathematical and statistical concepts.

PEO5: To motivate the students to know about new trends in National Economy.

PEO4: to enable the students to obtain a good understanding of economic concepts,

PEO4: to create nurture economists and financial professionals who possess a high level of knowledge and competence to effectively contribute to society with commitment and integrity.

Programme Outcomes (POs)

PO1: Logical / Analytical reasoning: Students will effectively visualize, conceptualize, articulate, and solve complex problems or address problems that do not have a clear answer, with available information, through experimentation and observation, using microeconomic and macroeconomic theories as well as calculus and statistical tools.

PO2: Conceptualizing: Learners are capable to apply economic analysis for day to day problems by helping them to understand events, identify proposals to solve the issues, evaluate specific policy proposals and implement the policies in an effective manner.

PO3: Integrative Knowledge: Students will broaden their global and disciplinary knowledge, enhancing their understanding of the world around them both within economy and beyond.

PO4: Applicability: Students are provided with opportunity to focus on applied and policy issues in Economics by emphasizing quantitative and theoretical aspects of Economics.

PO5: Superintendence: Students are equipped with skills to work as part of a team and lead others, ensuring them to prepare and navigate diverse audiences and situations.

PO6: Specialization: Students to understand the economic functioning and conditions of our country in the context of past, present and future.

PO7: The Teacher and Society: Application of reasoning for the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional teaching practice.

Programme Specific Outcomes (PSO)

PSO1: Demonstrate competency across economic disciplines, specifically apply the essential elements of core economics principles to analyse and evaluate problems and to construct and implement solutions in the economic environment.

PSO2: As the Under Graduate Course contains the fields like statistics, mathematics and economics principles, it enhances them to compute and assess the real situation of the economy including the size and changes of population, income pattern, nature of an extend of employment, rate of development with pattern of investments and savings, policies in relation to other countries, and social security measures adopted in the country.

PSO3: Demonstrate ability to recognize and identify Economic planning, capital market, monetary and fiscal policies and assess response options relative to the needs and interests of relevant stakeholders to address issues in a business context.

PSO4: To facilitate the students to go for economic decision making with mathematical and statistical concepts.

PSO5: To motivate the students to know about new trends in National Economy.

B.A.(Hons)-Economics-Programme Structure

First Year-First Semester

S.No	Course Code	Course Title	Category	No. of Credits	Exam Hrs	Marks Distribution		Max. Marks
						*CIA	*ESE	
1	DLTAM-11	Tamil - I	Language- I	4	3	30	70	100
2	DLENG-11	English - I	Language- II	4	3	30	70	100
3	DCECN-11	Financial Economics - I	CORE	4	3	30	70	100
4	DCBBA-12	Business Management	CORE	4	3	30	70	100
5	DCBEC-13	Managerial Economics	CORE	4	3	30	70	100
Total First Semester Credits				20				

First Year-Second Semester

6	DLTAM-21	Tamil - II	Language- III	4	3	30	70	100
7	DLENG-21	English - II	Language- IV	4	3	30	70	100
8	DCECN-21	Financial Economics - II	CORE	4	3	30	70	100
9	DCECN-22	Micro Economics-I	CORE	4	3	30	70	100
10	DCECN-23	Monetary Economics-I	CORE	4	3	30	70	100
Total Second Semester Credits				20				

Second Year-Third Semester

11	DLTAM-31	Tamil - III	Language- V	4	3	30	70	100
12	DLENG-31	English - III	Language- VI	4	3	30	70	100
13	DCECN-31	Fiscal Economics-I	CORE	4	3	30	70	100
14	DCBMS-31	Business Statistics	CORE	4	3	30	70	100
15	DCECN-33	Micro Economics-II	CORE	4	3	30	70	100
16	DEVS-031	Environmental Studies	AECC	2	3	30	70	100
17		Optional-1	AEC	4	3	30	70	100
Total Third Semester Credits				26				

Second Year-Fourth Semester

18	DLTAM-41	Tamil - IV	Language- VII	4	3	30	70	100
19	DLENG-41	English - VI	Language- VIII	4	3	30	70	100
20	DCECN-41	Monetary Economics - II	CORE	4	3	30	70	100
21	DCECN-42	Service Marketing	CORE	4	3	30	70	100
22	DDBBA-42	Business Communication	AECC	4	3	30	70	100
23		Optional-2		4	3	30	70	100
Total Fourth Semester Credits				24				

Third Year-Fifth Semester

24	DCECN-51	Fiscal Economics-II	CORE	4	3	30	70	100
25	DCECN-52	Macro Economics-I	CORE	4	3	30	70	100
26	DCBEC-53	Indian Economy-I	CORE	4	3	30	70	100
27	DCECN-52	Health Economics	CORE	4	3	30	70	100
28		Optional-3		4	3	30	70	100
29		Optional-3		4	3	30	70	100
Total Fifth Semester Credits				24				

Third Year-Sixth Semester

30	DCECN-61	Macro Economics-II	CORE	4	3	30	70	100
31	DCECN-62	Indian Economy-II	CORE	4	3	30	70	100
32	DCECN-63	History of Economics Thought	CORE	4	3	30	70	100
33	DCECN-64	International Economics	CORE	4	3	30	70	100
34		Optional-4		4	3	30	70	100
35		Optional-4		6	3	30	70	100
Total Sixth Semester Credits				26				
Total Credits				140				

*CIA-Continuous Internal Assessment / ESE-End Semester Examination

Optional Courses Available

The following Discipline Specific Elective (DSE) Courses, Skill Enhancement Courses (SEC), Generic Elective Courses (GEC) and Ability Enhancement Courses (AEC) are also available for the learners to choose from 3rd Semester onwards from the following courses:

S.No	Course Code	Course Title	Category	No.of Credits
Semester-III:Optional-1				
1	DAENG-31	English for Competitive Exam	AEC	4
2	DABGL-33	Universal Human Values	AEC	4
Semester - IV:Optional-2				
3	DDBBA-41	Capital Market	DSE	6
4	DDECN-42	Mathematics for Economists	DSE	6
Semester- V:Optional-3				
5	DAECN-51	Business Taxation	AEC	4
6	DAENG-51	Counselling and Negotiation Skills	AEC	4
7	DDBBA-51	E-Business	DSE	4
8	DDECN-51	Statistics for Economists	DSE	4
Semester - VI:Optional-4				
9	DAENG-61	Soft Skills	AEC	4
10	DDBBA-62	International Finance	DSE	4
11	DDBBA-63	Brand Management	GE	4
Total Credits of Optional Courses				52

Language Optional Papers Available

The following Language Optional Courses are available to the learners who could not study Tamil as Language from 1st Semester to 4th Semester. Learners has to choose any one from the following Course semester wise.

S.No	Course Code	Course Title	Category	No.of. Credits
Semester- I:Optional				
1	DLENG-10	English-V	Language	4
2	DLHND-10	Hindi-I	Language	4
Semester - II: Optional				
3	DLENG-20	English-VI	Language	4
4	DLHND-20	Hindi-II	Language	4
Semester- III: Optional				
5	DLENG-30	English-VII	Language	4
6	DLHND-30	Hindi-III	Language	4
Semester - VI: Optional				
7	DLENG-40	English-VIII	Language	4
8	DLHND-40	Hindi-IV	Language	4

(4).Bachelor of Arts (Hons) English-ODL Mode Semester Pattern

Programme's Mission & Objectives

The Bachelor of Arts (Hons) in English, is an undergraduate degree comprised of English studies. The course is designed to offer English subjects of all genres and practical acquisition of theories and forms in English literature to provide students with a wide range of English studies, an understanding of all genres, and practical acquisition of communication skills. VELS Institute of Science Technology and Advanced Studies (VISTAS) started the School of English in the year 2008 with the vision of providing the opportunity for quality education in English to all realms of society. Since the beginning, hundreds of students have availed themselves of this opportunity for higher education in the field of English to a great extent throughout Tamil Nadu and other parts of India. Many students outside the State have benefited from this. The institution's new endeavour is to offer its functioning by offering different types of Conventional Graduate and Post Graduate Programmes in addition to Value added Programmes, which are very relevant to contemporary society.

The Department of English provides students with a Bachelor of Arts (Hons) in English, with a substantial amount of specialization in English literature studies. This programme is especially suitable for those who wish to pursue a career in English literature, language and linguistics studies. Further, this is mainly due to the course content, where greater emphasis is laid on such subjects that would help develop a career in the field of content writing. To enable the students to understand how the knowledge of English is widespread in all other areas and disciplines. To cater for professionals with high knowledge and competence to effectively contribute to society with commitment and integrity.

Programme Outcomes (POs)

The following outcomes have been identified by the School of Languages and Faculty Council as important for students to be able to perform at the conclusion of the Bachelor of Arts (Hons) in English programme. The B.A. English curriculum has been mapped to these outcomes and regularly assessed to identify student achievement levels and improvement areas.

PO1: English Language Knowledge: Students learn how the language originated in England and underwent various processes of development through the ages - right from the middle of the 5th century A.D.

PO2: Historical Knowledge: Study of the English Language history enables learners to know the difference between Old English and Modern English in matters of vocabulary, syntax, grammar and phonology.

PO3: Literary knowledge of different Eras: The Renaissance, with its two phases and texts, informs learners of the initial stages of modernities in English and thoughts in literature.

PO4: A classical literature study is given through neoclassical age literature.

PO5: The European phenomenon of change of perception of life is imparted through the literature of the Romantic period.

PO6: Students learn of the impact of science on literature through Victorian and early 20th-century writings.

PO7: Writing after the 1950s lends information on the psychological impact of the thought process of writers underwent in all generic pursuits.

PO8: Literature of America and India enlighten the learners' perceptions of life.

Programme Specific Outcomes (PSOs)

PSO1: Students develop a taste for specific generic forms and acquire nuances of creative writing.

PSO2: Learners develop a desire for specific writers, which, in all probability, will help them in completing projects.

PSO3: Study of Linguistics facilitates involvement in socio-linguistic projects.

PSO4: Study of New Literature opens up the scope for higher studies abroad.

PSO5: Study of Phonetics helps assimilate acceptable accents in speech.

B.A. (Hons)-English -Programme Structure

First Year-First Semester

S.No	Course Code	Course Title	Category	No. of Credits	Exam Hrs	Marks Distribution		Max. Marks
						*CIA	*ESE	
1	DLTAM-11	Tamil - I	Language- I	4	3	30	70	100
2	DLENG-11	English - I	Language- II	4	3	30	70	100
3	DCBEN-11	Social History of England-I	CORE	4	3	30	70	100
4	DCBEN-12	History of English Literature-I	CORE	4	3	30	70	100
5	DCBEN-13	Literary Forms	CORE	4	3	30	70	100
Total First Semester Credits				20				

First Year-Second Semester

6	DLTAM-21	Tamil - II	Language- III	4	3	30	70	100
7	DLENG-21	English - II	Language- IV	4	3	30	70	100
8	DCBEN-21	Social History of England-II	CORE	4	3	30	70	100
9	DCBEN-22	History of English Literature-II	CORE	4	3	30	70	100
10	DCBEN-23	The Elizabethan Age	CORE	4	3	30	70	100
Total Second Semester Credits				20				

Second Year-Third Semester

11	DLTAM-31	Tamil - III	Language- V	4	3	30	70	100
12	DLENG-31	English - III	Language- VI	4	3	30	70	100
13	DCBEN-31	The Age of Milton and Neo Classism	CORE	4	3	30	70	100
14	DCBEN-32	The Romantic Age	CORE	4	3	30	70	100
15	DCBEN-33	The Victorian Age	CORE	4	3	30	70	100
16	DEVS-031	Environmental Studies	AECC	2	3	30	70	100
17		Optional-1	AEC	4	3	30	70	100
Total Third Semester Credits				26				

Second Year-Fourth Semester

18	DLTAM-41	Tamil - IV	Language- VII	4	3	30	70	100
19	DLENG-41	English - VI	Language- VIII	4	3	30	70	100
20	DCBEN-41	The Modern Period	CORE	4	3	30	70	100
21	DCBEN-42	New Literature	CORE	4	3	30	70	100
22	DCBEN-43	Shakespeare	AECC	4	3	30	70	100
23		Optional-2		6	3	30	70	100
Total Fourth Semester Credits				26				

Third Year-Fifth Semester

24	DCBEN-51	Linguistics and Rhetoric	CORE	4	3	30	70	100
25	DCBEN-52	American Literature	CORE	4	3	30	70	100
26	DCBEN-53	Indian Writing in English	CORE	4	3	30	70	100
27	DCBEN-54	South Asian Literature	CORE	4	3	30	70	100
28		Optional-3		4	3	30	70	100
29		Optional-3		4	3	30	70	100
Total Fifth Semester Credits				24				

Third Year-Sixth Semester

30	DCBEN-61	Feminist Writing	CORE	4	3	30	70	100
31	DCBEN-62	Diaspora Studies	CORE	4	3	30	70	100
32	DCBEN-63	Film Studies and Literature	CORE	4	3	30	70	100
33	DCBEN-64	Translation Studies	CORE	4	3	30	70	100
34		Optional-4		4	3	30	70	100
35		Optional-4		4	3	30	70	100
Total Sixth Semester Credits				24				
Total Credits				140				

* CIA-Continuous Internal Assessment / ESE-End Semester Examination

Optional Courses Available

The following Discipline Specific Elective (DSE) Courses, Generic Elective Courses (GEC) and Ability Enhancement Courses (AEC) are also available for the learners to choose from 3rd Semester onwards from the following courses:

S.No	Course Code	Course Title	Category	No.of. Credits
Semester- III:Optional-1				
1	DDENG-31	English for Competitive Exam	DSE	4
2	DABGL-33	Universal Human Values	AEC	4
Semester - IV:Optional-2				
3	DDENG-41	Grammar and Usage	DSE	6
4	DCENG-42	South Asian Literature	DSE	6
Semester- V:Optional-3				
5	DAENG-51	Counselling and Negotiation Skills	AEC	4
6	DDBBA-52	E-Business	DSE	4
8	DAENG-53	Indian Writing in English	AEC	4
Semester - VI:Optional-4				
9	DAENG-61	Soft Skills	AEC	4
10	DDENG-62	Communication Skills	DSE	4
11	DDENG-63	Educated Vocabulary for Tourism	GEC	4
Total Credits of Optional Courses				44

Language Optional Papers Available

The following Language Optional Courses are available to the learners who could not study Tamil as Language from 1st Semester to 4th Semester. Learners has to choose any one(either English or Hindi) from the following Course semester wise.

S.No	Course Code	Course Title	Category	No.of. Credits
Semester- I:Optional				
1	DLENG-10	English-V	Language	4
2	DLHND-10	Hindi-I	Language	4
Semester - II: Optional				
3	DLENG-20	English-VI	Language	4
4	DLHND-20	Hindi-II	Language	4
Semester- III: Optional				
5	DLENG-30	English-VII	Language	4
6	DLHND-30	Hindi-III	Language	4
Semester - VI: Optional				
7	DLENG-40	English-VIII	Language	4
8	DLHND-40	Hindi-IV	Language	4

Master of Business Administration (MBA) - ODL Mode-Semester Pattern

Approved by All India Council for Technical Education (AICTE),
New Delhi for ODL Mode

MBA Programme's Mission and Objectives

The main objectives of MBA degree programme are to develop critical thinking, analytical ability and decision making skills. A resume with an MBA degree will give confidence and improve negotiation skills with good communication and design thinking and rational judgement. Obtaining MBA degree substantially boosts the career and employment prospects. This also kindles the entrepreneurial skill of an individual.

The ODL Programme in VISTAS have earned the brand name in the educational sector in India, with NAAC and NBA accreditations as a feather to its cap. The VISTAS and department take all these credits to ODL programme as more beneficiaries can enjoy the fruit of this programme.

Mission

- To provide an affordable opportunity for diverse group of students and other stakeholders to learn by synergizing education, research, innovation and outreach efforts.
- To inculcate self-discipline, values, ethics and devotion to duty among the students and to make them good citizens, leaders, professionals and entrepreneurs.
- To develop future business leaders through imparting high quality of analytical ability and decision-making capability.
- To offer exposure to global business standards and inculcate strategic management aspiration.

Programme Outcomes (POs)

Master of Business Administration programme has the following POs which help students to focus on specific areas, do assessments well and learn more life learning principles.

- **PO-1:** To Apply knowledge of management theories and practices to solve business problems.
- **PO-2:** Foster Analytical and critical thinking abilities for data-based decision making.
- **PO-3:** To develop Value based Leadership ability.
- **PO-4:** To understand, analyse and communicate global, economic, legal, and ethical aspects of Business
- **PO-5:** To lead themselves and others in the achievement of organisational goals, contributing effectively to a team environment.
- **PO-6:** To create, select and apply appropriate modern tools and techniques for analysing, interpreting and solving business complexities.
- **PO-7:** To Develop an aptitude for creativity, innovation and entrepreneurship.
- **PO-8:** To Adapt life-long learning and professional development to enrich knowledge and Competencies

Programme Specific Outcomes (PSOs)

Master of Business Administration programme has the following PSOs which are expected for the students to develop by doing multidisciplinary and parallel approach to increase the knowledge of the learners.

- **PSO-1:** Apply multidisciplinary domain knowledge comprising of Accounting, Finance, Operations, Marketing and Human Resources Management to select suitable project proposal for a business enterprise.
- **PSO-2:** Assess global opportunities and challenges to contribute towards firm's growth through strategies such as mergers, acquisitions, international expansion, and new venture development.

- **PSO-3: Utilise** critical awareness in current issues (e.g., Diversity, Social Responsibility, Sustainability, Innovation, Knowledge Management, etc.) in business and management and exhibit ability to lead research and practice in the core domain.

Programme Educational Objectives (PEOs)

Master of Business Administration programme has the following PEOs which are required for the students to develop their knowledge and skills to meet future business needs.

- **PEO-1: To** provide quality education and prepare students to meet global standards and competitive environment.
- **PEO-2: To** inculcate team spirit and leadership capabilities among students to develop business leaders and attain organisational development.
- **PEO-3: To** impart ethical and moral values to create better citizens and society.
- **PEO-4: To** develop entrepreneurial skills, to think strategically and encourage them to become entrepreneurs.
- **PEO-5: To** motivate self-learning students to participate in community development and undertake Industry research projects.

MBA-Programme Structure

First Year-First Semester

Course Code	Course Title	Credits	Maximum Marks			Pass Marks
			CIA*	ESE*	Total	
DCMBA-11	Management Principles and Organizational Behaviour	4	30	70	100	50
DCMBA-12	Business Statistics	4	30	70	100	50
DCMBA-13	Managerial Economics	4	30	70	100	50
DCMBA-14	Financial Reporting , Statements and Analysis	4	30	70	100	50
DCMBA-15	Legal & Business Environment	4	30	70	100	50
DCMBA-16	Business Communication and Soft Skills	4	30	70	100	50
DCMBA-17	Computer Applications for Business	4	30	70	100	50
Total		28				

First Year-Second Semester

DCMBA-21	Quantitative Techniques	4	30	70	100	50
DCMBA-22	Financial Management	4	30	70	100	50
DCMBA-23	Human Resources Management	4	30	70	100	50
DCMBA-24	Marketing Management	4	30	70	100	50
DCMBA-25	Operations Management	4	30	70	100	50
DCMBA-26	Research Methodology	4	30	70	100	50
DCMBA-27	Corporate Social Responsibility and Sustainability	4	30	70	100	50
Total		28				

Second Year-Third Semester

DEMBA-31	Investment Analysis and Portfolio Management	4	30	70	100	50
DEMBA-32	Financial Markets and Services	4	30	70	100	50
DEMBA-33	Consumer Behaviour	4	30	70	100	50
DEMBA-34	Product and Brand Management	4	30	70	100	50
DEMBA-35	Employee Relations	4	30	70	100	50
DEMBA-36	Performance Management Systems	4	30	70	100	50
DEMBA-37	Team Dynamics at Work	4	30	70	100	50
Total		28				

Second Year-Fourth Semester

DRMBA-41	Project	12	100	200	300	150
DCMBA-42	Entrepreneurship in Practice	4	30	70	100	50
DCMBA-43	Universal Human Values	2	30	70	100	50
Total		18				

Total Credits: 102***CIA-Continuous Internal Assessment / *ESE-End Semester Examination**

Application for Change of Address of the Student

Date:

1	Name of the Student	
2	Contact Number of the Student	
3	Enrolment No.	
4	Name of the Programme	
5	Existing Address	
6	Address to be Changed as	
7	Fee Remittance Details	

Signature of the Student

Note:- If the student desires to register a change of address for correspondence, the same may be informed to the Director, CDOE, VISTAS, Pallavaram, Chennai-600117 in the prescribed form given in the link - <https://vistasdoe.in/download-forms/> with a prescribed fee of Rs.100/-paid vide using Debit Card/Demand Draft drawn in favour of “the VISTAS- CDOE” payable at Chennai.

For online payment Account No: **923010045038449**, Account Name: **VISTAS- CDOE**, IFSC Code: **UTIB0000083**, Bank Name: **Axis Bank Ltd**, Branch: **Madipakkam, Chennai**.

Students shall make their own arrangements with the postal authorities for redirecting the communications, if any, addressed to them till the changes are effected in the VISTAS-CDOE records.

Application for Issue of Duplicate ID Card

Date:

1	Name of the Student	
2	Contact Number of the Student	
3	Enrolment No.	
4	Name of the Programme	
5	Enclose the Stamp size Photo	
6	Fee Remittance Details	
7	Reason for issue of a Duplicate Identity Card	

Signature of the Student

Note:- In case of loss of Identity Card, the student shall apply to The Director, CDOE, VISTAS for the issuance of Duplicate Identity Card in the prescribed form given in link - <https://vistascdoe.in/download-forms/>, with a prescribed fee of Rs.150/- paid vide using Debit Card / Demand Draft drawn in favour of “VISTAS-CDOE” payable at Chennai.

For online payment Account No: **923010045038449**, Account Name: **VISTAS- CDOE**, IFSC Code: **UTIB0000083**, Bank Name: **Axis Bank Ltd**, Branch: **Madipakkam, Chennai**.

In case of non-receipt of Identity Card, students may write to The Director, CDOE, VISTAS for getting Duplicate Identity Card. The Duplicate Identity Card in such cases will be issued free of cost.

Application for Change of Programme /Course

Date:

1	Name of the Student		
2	Contact Number of the Student		
3	Enrolment No		
4	Whether the Original ID Card has been surrendered	Yes/No	
5	Details of Programme originally Enrolled	Programme Name & Code	Course Name & Code
			(1). (2).
6	Change Requested to	Programme Name & Code	Course Name & Code
			(1). (2).
7	Fee Payment Details(in Rupees)		
	Additional Fee: i.e. Study Material Cost	Processing Fee	Total
8	Fee Remittance Details		

Signature of the Student

Note:- The student is permitted a one-time change of Programme in the first semester of study only, before the completion of the respective Calendar year/Academic year admission process. A student opting for a change in the Programme/Course should pay: The additional amount of Programme fee, i.e.20% of Programme Fee for Change of Programme/Course, over and above the fee already paid for the original Programme.

The student should write to the Director, CDOE, VISTAS in the prescribed form given in <https://vistascodex.in/download-forms/> with a fee of Rs.1000/- towards processing fee plus additional programme fee paid vide using Debit Card/Demand Draft drawn in favour of "VISTAS-CDOE" payable at Chennai. In case, if the Programme fee already paid for the first opted Programme are more than that of the newly opted Programme, no refund of the difference in the amount shall be made to the student.

For online payment Account No: **923010045038449**, Account Name: **VISTAS- CDOE**, IFSC Code: **UTIB0000083**, Bank Name: **Axis Bank Ltd**, Branch: **Madipakkam, Chennai**.

Application for Change/Correction in the Name of the Student

Date:

1	Name of the Student	
2	Contact Number of the Student	
3	Enrolment No.	
4	Name to be corrected as	In English (Block Letters): In Tamil:
5	Particulars of Document in which change of name has been notified	
6	Whether a Copy of the Gazette Notification is enclosed?	Yes/No
7	Fee Remittance Details	

Signature of the Student

Note:-The student shall apply for Change of Name in the prescribed format given in the link - <https://vistascdoe.in/download-forms/>, along with the prescribed fee of Rs.100/- vide using Debit Card/Demand Draft drawn in favour of “VISTAS-CDOE” payable at Chennai and the copy of the Gazette Notification.

For online payment Account No: **923010045038449**, Account Name: **VISTAS- CDOE**, IFSC Code: **UTIB0000083**, Bank Name: **Axis Bank Ltd**, Branch: **Madipakkam, Chennai**.

Grievance Form

Date:

The Director,
 Centre for Distance
 and Online Education, VISTAS,
 Velan Nagar, Vaithiyalingam Road,
 Pallavaram, Chennai - 600 117.

1	Name of the Student	
2	Contact Number of the Student	
3	Name of the Programme	
4	Enrolment No	
5	Address	
6	Grievances(specify briefly)	

Signature of the Student

Application Form for Re-Registration of I/ II/ III/ IV/ V/ VI Semester of the Programme

Date:

1	Name of the Student					
2	Enrolment Number					
3	Name of the Programme					
4	Contact Mobile Number of the Student					
5	Current Communication Address					
6	Fee Remitted for which Programme of Study (Kindly mention Semester)	BA (Hons) English [Sem- II/III/IV/ V/VI]	BA (Hons) Economics [Sem- II/III/IV/V /VI]	B.Com [Sem- II/III/ IV/V/ VI]	BBA [Sem- II/III/ IV/V/ VI]	MBA [Sem- II/III/ IV]
7	Fee Remittance Details (Enclose the Demand Draft/Online Payment Copy/VISTAS Copy of Fee remitted Challan)					
	Amount(Rs)	Bank Details			Date	
<p>Note: Semester Fee: Rs.2,500/- for BBA & B.Com and Rs.12,500/- for MBA. Demand Draft to be taken in favour of “VISTAS-CDOE” payable at “Chennai”. For online payment Account No: 923010045038449, Account Name: VISTAS- CDOE, IFSC Code: UTIB0000083, Bank Name: Axis Bank Ltd, Branch: Madipakkam, Chennai.</p>						

Signature of the Student

VISTAS-CDOE-General Instructions for Online Admission

1. Please read the details of the programme including eligibility criteria, age, fee details, duration, etc.
2. **Before proceeding for filling the form online the applicant must have the following:-**
 - a. Scanned Signature (less than 100 KB)
 - b. Scanned Photograph (less than 100 KB)
 - c. Scanned copy of relevant Educational Qualification (less than 500 KB)
 - d. Scanned copy of Person with disability (if any) (less than 200 KB)
 - e. Scanned copy of Category Certificate, if SC/ST/BC/MBC/DNT/BC(M)/SC(A) (less than 200 KB)
 - f. Scanned copy of Person with disability (if any) (less than 200 KB)
 - g. Scanned copy of Date of Birth(less than 200 KB)
 - h. Scanned copy of Aadhar Card(less than 200 KB)
3. **Fee can be paid by the following methods:**
 - a. Net Banking
 - b. Debit Card (Master/Visa/Rupay)
 - c. Credit Card (Master/Visa)
 - d. VISTAS Challan/Demand Draft(in exceptional case)
4. **It is necessary to scan documents from your originals.** Once you have uploaded the document, click the next button you will get the Form preview option. Save/Print your form for future reference.

Registration fee, Cancellation of Admission and Refund of Fee

A **non-refundable Registration Fee** shall be charged along with the programme fee of first semester at the time of admission.

If a student applies for cancellation of application/admission and refund of fee, the refund request will be considered as per the VISTAS-CDOE policy as under:

- **Before confirmation of admission:** Full Programme fee paid shall be refunded except Registration fee.
- **After confirmation of admission:**
 1. **Within 15 days of confirmation of admission:** Programme Fee paid shall be refunded after deduction of Rs.1000/- .
 2. **Within 16-30 days of confirmation of admission:** Programme Fee paid shall be refunded after deduction of Rs.2000/- .
 3. **After 30 days of confirmation of admission:** No refund shall be allowed.

Fee Details

Name of Programme	Programme Fee (per semester)	Registration Fee*	Application Fee*	Total
B.Com	Rs.2500/-	Rs.500/-	Rs.100/-	Rs.3,100/-
BBA	Rs.2500/-	Rs.500/-	Rs.100/-	Rs.3,100/-
BA(Hons)-English	Rs.2500/-	Rs.500/-	Rs.100/-	Rs.3,100/-
BA(Hons)-Economics	Rs.2500/-	Rs.500/-	Rs.100/-	Rs.3,100/-
MBA	Rs.12500/-	Rs.500/-	Rs.100/-	Rs.13,100/-

*Registration fee and Application fee is only at the time of admission.

Application Form for Admission						
1.	Name of the Applicant with Initial	English	Photo			
		Tamil				
2.	Name of Father with Initial	English				
		Tamil				
3.	Name of Mother					
4.	Date of Birth (Proof to be Attached)					
5.	Name of the Programme	B.Com/BBA/BA(Hons)-Economics/BA(Hons)-English/MBA				
6.	Medium	English/Tamil				
7.	Language for Foundation Course (Part-I Language-Please tick)	Tamil/English/Hindi				
8.	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Transgender <input type="checkbox"/>		
9.	Nationality	Indian <input type="checkbox"/>	Others <input type="checkbox"/>			
10.	Religion	Hindu <input type="checkbox"/>	Muslim <input type="checkbox"/>	Christian <input type="checkbox"/>	Others <input type="checkbox"/>	
11.	Communal Category (Proof to be Attached)	GENERAL <input type="checkbox"/>	BC <input type="checkbox"/>	MBC <input type="checkbox"/>	DNT <input type="checkbox"/>	
		SC <input type="checkbox"/>	SC(A) <input type="checkbox"/>	BC(M) <input type="checkbox"/>	ST <input type="checkbox"/>	
12.	Whether Person with Disability (PWD) (Proof to be Attached). Yes / No	Dumb Low Vision <input type="checkbox"/>	Hearing Impairment <input type="checkbox"/>	Loco Motor Impairment <input type="checkbox"/>	Visual Impairment <input type="checkbox"/>	
13.	Employment Status	Employed <input type="checkbox"/>	Self Employed <input type="checkbox"/>	Unemployed <input type="checkbox"/>		
14.	If Employed in (specify)	Government <input type="checkbox"/>	Govt. Aided <input type="checkbox"/>	Private <input type="checkbox"/>		
15.	Work Experience Years					
16.	Annual Income	Below 50,000 <input type="checkbox"/>	50,001 - 1,00,000 <input type="checkbox"/>	1,00,001 - 1,50,000 <input type="checkbox"/>	1,50,001 - 2,00,000 <input type="checkbox"/>	Above 2,00,000 <input type="checkbox"/>
17.	E-mail					
18.	Contact Mobile No.....	Alternate Mobile No.....				
19.	Academic Bank of Credit(ABC) ID No.					
20.	Are you Economically Weaker Section of the Society?	Yes <input type="checkbox"/> /No <input type="checkbox"/>				

21.	Address for Communication			
22.	Aadhar Card Number (Attach Proof)			
23.	Marital Status	Married _L / Un-married _L / Divorced / Widow _L		
24.	Blood Group			
25.	Father/Spouse Employment Status	Employed _L / Un-employed _L / Self-employed _L		
26.	Father/Spouse Contact Mobile No.			
27.	Father/Spouse E-mail			
28.	Whether Defence Security Personal (Proof to be Attached). Yes / No	Ex-Servicemen _L / Widow _L / Defense _L / Security Personal _L		
29.	Residential Area	Rural _L / Urban _L		
30.	Examination Passed (Attach Proof)	Name of the Board / University	Year of Passing	Percentage
31.	Whether have you requested?	E-books _L / Printed Books _L / Both _L		
32.	Self-Learning material can get through?	Indian Post _L / Courier _L		
33	Fee paid Details For all the Programmes, the fees shall be paid to the VISTAS-CDOE through online. For online payment Account No: 923010045038449 , Account Name: VISTAS- CDOE , IFSC Code: UTIB0000083 , Bank Name: Axis Bank Ltd , Branch: Madipakkam, Chennai .			
	Amount Paid	Online payment Details	Bank Name	Date

Note: Students who could not pay through Online can take Demand Draft (in exceptional case) in the name of "VISTAS - CDOE" payable at "Chennai" or pay the cash at VISTAS and submit the VISTAS Challan.

Amount Paid	Details Demand Draft/VISTAS Challan with Date	Bank Name	Attach Demand Draft or VISTAS Challan Proof

Declaration by the applicant

I hereby declare that I have read and understand the conditions of eligibility for the Programme Admission. I fulfil the minimum eligibility criteria and have provided necessary information. In this regard in the event of any information being found incorrect or misleading after Admission, my candidature shall be liable for cancellation by the VISTAS-CDOE at any time and I shall not be entitled to claim refund of the any fee paid by me to the VISTAS-CDOE.

Signature of the Applicant

List of Enclosures (Proof to be attached)

1. Date of Birth _L.
2. Communal Category _L.
3. Educational Qualification _L.
4. Demand Draft/Challan_L.
5. Aadhar Card copy_L.
6. Person with Disability (PWD) _L.
7. Defence Security Personal _L.
8. ABC ID Proof_L.

IDENTITY CARD (ID) APPLICATION FORM (PLEASE FILL IN CAPITAL LETTERS)



*

ENROLLMENT NO										
NAME										
DATE OF BIRTH										
PROGRAMME										
YEAR OF STUDY										
MOBILE NO. OF THE STUDENT										
BLOOD GROUP										
FATHER'S NAME & MOBILE NO. /LAND LINE NO.										
PERMANENT ADDRESS										
SIGNATURE										

CDOE-Admission Helpdesk

Mobile Phone: 9962521057

E-mail id: director.cdoe@vistas.ac.in

Website: www.vistascdoe.in

Kindly submit the Filled Application for ODL Admission to the Director, Centre for Distance and Online Education (CDOE), Pallavaram, Chennai-600117 on or before last date given in the Advertisement

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