



VELS



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



Prospectus for ODL Programmes Calendar Year (CY)-2026



Centre for Distance and Online Education (CDOE)
Vels Institute of Science, Technology & Advanced Studies (VISTAS)
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(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)
PALLAVARAM, THALAMBUR, PERIYAPALAYAM-CHENNAI
ACCREDITED BY **NAAC** WITH '**A++**' GRADE

Centre for Distance and Online Education (CDOE)

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

Calendar Year (CY)-2026

Cost of Application and Prospectus: Rs.200/-

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, Accredited with NAAC A++ in October 2024 and placed in Category-I HEI in September-2025.**

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, socially-relevant, industry-oriented, and inclusive of all respects.

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 (UG) and Post Graduate (PG) Programmes are on offer for the Calendar Year 2026 starting from January-2026 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	BBA	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/ 4 Years	No Age limit	Rs.3,000 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/ 4 Years	No Age limit	Rs.3,000 per semester
3	BAHEC	BA-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/ 4 Years	No Age limit	Rs.3,000 per semester
4	BAHEN	BA-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/ 4 Years	No Age limit	Rs.3,000 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.13,500 per semester
6	MA	Master of Arts (Astrology)	Any Bachelor Degree from the recognized University/ Institutions or its equivalent	2 Years	No Age limit	Rs.15,000 per semester

Note:

1. All the ODL Programmes are offered in English Medium except MA-Astrology which is offered in Tamil.
2. The Maximum Duration for UG Programme is 6/8 years and for the PG Programme is 4 years.
3. In addition to the Programme fee, all the Students have to pay Rs.1000/- (i.e. Rs.500/- for Registration, Rs.200/- for Prospectus and Rs.300/- for postal charges) at the time of admission.

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.

DEB ID

UGC has introduced a transparent admission process for students willing to enroll in Open and Distance Learning (ODL). In this process, students who wish to join ODL Programmes have to register on UGC DEB web portal “<https://deb.ugc.ac.in>” with his/her Academic Bank of Credit (ABC)-ID for generating a unique DEB-ID which will be mandatory to enroll in ODL Programmes in VISTAS.

An ABC ID can be created in DigiLocker using various methods, including the web portal, mobile app, and the simplest method, QR code scanning. Visit the DigiLocker Portal at “<https://www.digilocker.gov.in>”

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.vistascdoe.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: 9962521057).

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

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.

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 28 marks in the End Semester Examination (ESE) in each theory paper and secures not less than 12 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-English and BA-Economics Programmes 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 and MA Astrology 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	12	30	28	70	40	100
BBA	12	30	28	70	40	100
BA-English	12	30	28	70	40	100
BA-Economics	12	30	28	70	40	100
MBA	15	30	35	70	50	100
MA-Astrology	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-English and BA-Economics, 50 per cent of aggregate marks in the MBA and MA-Astrology, he/she may have to re-appear in End Semester Examination or re-do the assignments for securing passing minimum as the case may be.

Delivery of Programme

B.Com, BBA, BA-English, BA-Economics, MBA and MA Astrology Programmes 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-English, BA-Economics, MBA, MA-Astrology Programmes.

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

I. Undergraduate Degree (UG)

Introduction: The National Education Policy (NEP) 2020, the UGC has formulated a new student-centric “**Curriculum and Credit Framework for Undergraduate Programmes (CCFUP)**” incorporating a flexible choice-based credit system, multidisciplinary approach, and multiple entry and exit options.

The minimum Credit requirements for undergraduate programmes of the VISTAS may be as follows:

- Three-Year Undergraduate Degree with single major: **132 Credits**
- Four-year Undergraduate Degree with Honours/Research: **176 Credits**

The award of degrees will be on fulfillment of the programme requirements and outcomes specified by each programme including the minimum credits specified. Degrees shall not be awarded merely for meeting the minimum credits but based on the successful completion of programme requirements. For example, if a programme requires minimum prescribed 132 credits and students have earned only 120 credits, they will not be eligible for the award of their undergraduate degree. Similarly, if the student has earned the minimum 132 credits prescribed by a programme, but has not fulfilled any other non-credit requirements, the students will not be eligible for award of the degree.

Students can exit the Undergraduate degree Programme early with Certificate or Diploma on fulfilling the following requirements.

- Students can exit a programme after the first year with an Undergraduate Certificate, provided the programme requirements of the first year are completed including a 4 credit vocational course. The requirements of a 4 credit vocational course may be fulfilled through an internship of two months.
 - Students can exit a programme after the second year with an Undergraduate Diploma, provided the programme requirements of first year are completed including a 4 credit vocational course. The requirements of a 4 credit vocational course may be fulfilled through an internship of two months.
- a. The maximum duration to complete any of the UG Certificate, UG Diploma, UG Degree programmes would be eight years from the date of first enrolment to the programme.
 - b. Students who have exited a programme are eligible to re-enroll to a programme provided they fulfil the requirements of the entry level at the time of re-entry. Re-enrolment will be through a fresh admission process.
 - c. In case of Minor Courses, a programme may specify a particular minor course stream or offer elective minor course streams.
 - d. Students who have secured 75% marks and above in the first six semesters of a programme having Honours with Research option, are eligible to pursue the Honours with Research stream in the fourth year in regular mode. As Ph.D. is prohibited in ODL mode, 4-year

bachelor's degree (honours with research) **shall not be permitted to be offered in ODL mode.**

(4).Duration of the Programme

- (i) The duration of the UG programme is 4 years or 8 semesters.
- (ii) Students who desire to undergo a 3-year UG Programme will be allowed to exit after completion of the 3rd year.

(5).Structure of the Undergraduate Programme

The UG programme will consist of the following categories of courses and the minimum credit requirements for 3-year UG and 4-year UG (Honours) or UG (Honours with Research) programmes are given below:

DSC	Disciplinary Specific Core
AECC	Ability Enhancement Compulsory Courses
DSE	Disciplinary Specific Elective
IDC	Interdisciplinary / Minor Courses
MDC	Multidisciplinary Courses
MDE	Multidisciplinary Elective
VAC	Value Added Courses
SEC	Skill Enhancement Courses
SI	Summer Internship
RP	Research Project

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

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

Introduction

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 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:

- PO1: To exhibit factual and theoretical knowledge of management in general and business in particular. .
- PO2: To critically evaluate and analyze Indian and global business environments in different contexts.
- PO3: To recognize their role as a manager, entrepreneur and a leader in a business management
- PO4: To be an effective communicator to present opinions, ideas based on critical thinking, analysis and logical reasoning.
- PO5: To conduct and demonstrate professional and ethical behaviour.
- PO6: To exhibit factual and theoretical knowledge of management in general and business in particular to critically evaluate and analyse Indian and global business environments with ability to apply learning in different contexts.
- PO7: To nurture an ability to articulate a business environment with clarity and mindfulness.
- PO8: To exhibit the ability to own roles and responsibilities with commitment, as members of multi-cultural teams and communities in cross-cultural contexts and diversity management.
- PO9: To be an effective and emotionally intelligent leader and a decision maker who has an acumen to influence and motivate teams.

Program Educational Objectives (PEO)

- PEO1: To contribute effectively in the business world, demonstrating competence in their chosen field and the ability to adapt to changing business environments.
- PEO2: To demonstrate a comprehensive understanding of key concepts, theories, and principles in various business disciplines such as accounting, finance, marketing, management, and operations

Programme Specific Outcomes (PSOs)

- PSO1: To be equipped with the knowledge and skills to identify business opportunities, develop business plans, and understand the entrepreneurial process. They should be able to demonstrate creativity, initiative, and innovation in solving business challenges.
- PSO2: To have a broad understanding of global business environments, including cultural diversity, international markets, and global economic trends. They should be able to analyze global business issues and develop strategies for conducting business across borders.

- PSO3: To possess strong financial literacy and be able to analyze financial statements, manage budgets, and make financial decisions that align with organizational goals. They should understand the principles of financial management, including risk assessment and capital budgeting
- PSO4: To demonstrate effective leadership skills and be able to manage teams to achieve organizational objectives. They should understand motivational techniques, conflict resolution strategies, and the dynamics of team collaboration in achieving business goals.

B.B.A Programme of Study and Scheme of Assessment

B.B.A Credits to be earned: 132/B.B.A (Hons) Credits to be earned: 176

Component	Semester						3 Years Total Credits	Semester		4 Years Total Credits
	I	II	III	IV	V	VI		VII	VIII	
DSC	12	12	12	8	12	8	64	4	-	68
AECC & Languages	4	4	4	7	-	-	19	-	-	19
DSE / IDC / Minor	-	-	3	4	4	11	22	12	16	50
MDC	2	3	-	-	-	-	5	-	-	5
MDE	-	-	2	-	-	-	2	-	-	2
VAC	2	1	-	1	2	-	6	-	-	6
SEC	2	2	2	1	3	2	12	-	-	12
SI	-	-	1	-	1	-	2	-	-	2
RP	-	-	-	-	-	-	-	6	6	12
Total Credits	22	22	24	21	22	21	132	22	22	176

B.B.A Programme Structure (ODL -Mode)- General Regulations 2024

B.B.A Minimum Credits to be earned: 132/B.B.A (Hons) Minimum
Credits to be earned: 176

Semester-I

Course Code	Course Title	Course Type	No. of Credits	Marks Distributions		
				CIA*	ESE*	Total
DTAML-111/ DENGL-110	Tamil-I/ English-V	Language	2	30	70	100
DENGL-111	English-I	Language	2	30	70	100
DBBAC-111	Principles and Practices of Management	Core-1	4	30	70	100
DBBAC-121	Financial Accounting	Core-2	4	30	70	100
DBBAC-131	Business Statistics and Logic	Core-3	4	30	70	100
DBBAM-141	Media Literacy and Critical Thinking	MDC-1	2	30	70	100
DCNSV-111	Communication Skills	VAC-1	2	30	70	100
DSFTS-111	Soft Skills-I	SEC-1	2	30	70	100
First Semester Total Credits			22			

Semester-II

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DTAML-211/ DENGL-210	Tamil-II/ English-VI	Language	2	30	70	100
DENGL-211	English-II	Language	2	30	70	100
DBBAC-211	Human Behaviour and Organization	Core-4	4	30	70	100
DBBAC-221	Marketing Management	Core-5	4	30	70	100
DBBAC-231	Business Economics	Core-6	4	30	70	100
DBBAM-241	Indian System of Health and Wellness	MDC-2	3	30	70	100
DUHNV-211	Universal Human Values	VAC-2	1	30	70	100
DSFTS-211	Soft Skills-II	SEC-2	2	30	70	100
Second Semester Total Credits			22			

Semester-III

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DTAML-311/ DENGL-310	Tamil-III/ English -VII	Language	2	30	70	100
DENGL-311	English-III	Language	2	30	70	100
DBBAC-311	Cost and Management Accounting	Core-7	4	30	70	100
DBBAC-321	Legal and Ethical Issues in Business	Core-8	4	30	70	100
DBBAC-331	Human Resource Management	Core-9	4	30	70	100
DBBAM-341	Indian Knowledge System	MDE-1	2	30	70	100
DBBAD-351	Investment Analysis and Portfolio Management	DSE-1	3	30	70	100
DSFTS-311	Soft Skills-III	SEC-3	2	30	70	100
DITNS-311	Internship-I	SI-1	1	30	70	100
Third Semester Total Credits			24			

Semester-IV

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DTAML-411/ DENGL-410	Tamil-IV/ English-VIII	Language	2	30	70	100
DENGL-411	English-IV	Language	2	30	70	100
DEVSA-411	Environmental Studies and Sustainability	AEC-I	3	30	70	100
DBBAC-411	Financial Management	Core-10	4	30	70	100
DBBAC-421	Business Environment and Public Policy	Core-11	4	30	70	100
DBBAD-431	Social Media Marketing	DSE-2	4	30	70	100
DIOES-411	Industry Oriented Employability Skills	SEC-4	1	30	70	100
DYENV-411	Yoga Education	VAC-3	1	30	70	100
Fourth Semester Total Credits			21			

Semester-V

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DBBAC-511	Business Research Methodology	Core-12	4	30	70	100
DBBAC-521	Strategic Management	Core-13	4	30	70	100
DBBAC-531	Business Taxation	Core-14	4	30	70	100
DBBAD-541	Industrial Relations	DSE-3	4	30	70	100
DBBAS-551	Entrepreneurial Development	SEC-5	2	30	70	100
DBBAV-561	Disaster Management	VAC-4	2	30	70	100
DITNS-511	Internship- II	SI-2	1	30	70	100
DSETG-511	Skill Enhancement Training	SEC-6	1	30	70	100
Fifth Semester Total Credits			22			

Semester-VI

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	SEE	Total
DBBAC-611	Digital Marketing	Core-15	4	30	70	100
DBBAC-621	Project Management	Core-16	4	30	70	100
DBBAD-631	Banking and Insurance	DSE-4	4	30	70	100
DBBAD-641	Total Quality Management	DSE-5	4	30	70	100
DBBAD-651	Financial Auditing	DSE-6	3	30	70	100
DBBAS-661	Mini Project	SEC-7	2	30	70	100
Sixth Semester Total Credits			21			

Semester-VII

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DBBAC-711	Entrepreneurial Leadership	Core-17	4	30	70	100
DBBAD-721	International Business	DSE-7	4	30	70	100
DBBAD-731	International Standard Organizational Auditing	DSE-8	4	30	70	100
DBBAD-741	Research Methodology	DSE-9	4	30	70	100
DBBAR-711	Research Project-I	RP-1	6	30	70	100
Seventh Semester Total Credits			22			

Semester-VIII

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DBBAD-811	Marketing of Services	DSE-10	4	30	70	100
DBBAD-821	Business Communication	DSE-11	4	30	70	100
DBBAD-831	Corporate Governance	DSE-12	4	30	70	100
DBBAD-841	Production Management	DSE-5	4	30	70	100
DBBAR-811	Research Project- II	RP-2	6	30	70	100
Eighth Semester Total Credits			22			
Total Credits for 3 Year Degree			132			
Total Credits for 4 Year Degree			176			

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

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

Introduction

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 Objectives (PO)

- PO1: Fundamental Knowledge: Graduates will exhibit a good understanding of important concepts, theories, and practices in accounting, finance, economics, and business administration.
- PO2: Analytical and Critical Thinking: Graduates will be able to analyze financial statements, comprehend economic data, and critically evaluate business strategy in order to make sound judgments.
- PO3: Effective Communication: Graduates will have great oral and written communication abilities, allowing them to express ideas clearly and effectively in a professional setting.
- PO4: Global Business Awareness: Graduates will have a thorough awareness of global business dynamics, including cultural, economic, and regulatory factors, enabling them to compete effectively in a global market.

- PO5: Technology and Tools Proficiency: Graduates will be able to use modern technology and software tools related to business, such as accounting software, data analysis tools, and digital communication platforms.
- PO6: Teamwork and Leadership: Graduates will be able to work well in groups as well as demonstrate leadership abilities to manage and motivate others in a corporate setting.
- PO7: Research Competency: Graduates will be able to undertake business research, including data gathering, analysis, and interpretation, in order to make evidence-based decisions.
- PO8: Problem-Solving Skills: Graduates will be able to identify corporate problems, develop new solutions, and implement strategies to meet these obstacles.
- PO9: Financial Literacy: Graduates will have a solid understanding of financial principles and practices, allowing them to efficiently manage their personal and organizational finances.
- PO10: Adaptability and Lifelong Learning: Graduates will be dedicated to ongoing learning and professional growth, keeping up with changing corporate trends and practices.
- PO11: Ethical Decision-Making: Graduates will understand and uphold ethical principles in business, ensuring integrity, transparency, and accountability in their professional conduct.
- PO12: Entrepreneurial Skills: Graduates will have the knowledge and skills to start and manage their own ventures, fostering innovation and contributing to economic growth in both urban and rural areas.

Programme Educational Objectives (PEO)

- PEO1: Equip graduates with a solid foundation in fundamental business disciplines such as accounting, finance, marketing, and management allowing them to successfully evaluate and solve complex company challenges.
- PEO2: Equip graduates for successful jobs in business and commerce by teaching them professional skills like critical thinking, communication, teamwork, and ethical decision-making.
- PEO3: Provide graduates with an awareness of the worldwide business environment, including cultural, economic, and regulatory variations, so that they can work effectively in international and multicultural settings.
- PEO4: Equip graduates with the essential research and analytical abilities, allowing them to undertake extensive business research, understand data, and make evidence-based judgments.
- PEO5: Encourage a commitment to lifelong learning and adaptation, graduates are encouraged to regularly update their skills and knowledge in order to remain relevant in their careers.

Programme Specific Outcomes (PSO)

- PSO1: Graduates will be proficient in financial reporting, auditing, taxation, and cost management, preparing them for specialized careers in accounting and finance.

- PSO2: Graduates will have strong analytical skills, including the capacity to perform financial analysis, marketing research, and strategic planning, allowing them to make sound business decisions.
- PSO3: Graduates will have a thorough understanding of international trade, global business practices, and cross-cultural management, allowing them to function effectively in a globalized company environment.

B.Com Programme of Study and Scheme of Assessment

B.Com Credits to be earned: 132/B.Com (Hons) Credits to be earned: 176

Component	Semester						3 Years Total Credits	Semester		4 Years Total Credits
	I	II	III	IV	V	VI		VII	VIII	
DSC	8	8	7	8	12	16	60	12	12	84
AECC & Languages	4	4	4	7	-	-	19	-	-	19
DSE / IDC / Minor	3	4	3	4	4	4	22	4	4	30
MDC	3	3	4	-	-	-	9	-	-	9
MDE	-	-	2	-	-	-	2	-	-	2
VAC	2	1	-	1	2	-	6	-	-	6
SEC	2	2	2	1	3	2	12	-	-	12
SI	-	-	1	-	1	-	2	-	-	2
RP	-	-	-	-	-	-	-	6	6	12
Total	22	22	23	21	22	22	132	22	22	176

B.Com. Programme Structure (ODL-Mode) - General Regulations 2024

B.Com Minimum Credits to be earned: 132/ B.Com (Hons) Minimum Credits to be earned: 176

Semester-I

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA*	ESE*	Total
DTAML-111/ DENGL-110	Tamil-I / English-V	Language	2	30	70	100
DENGL-111	English-I	Language	2	30	70	100
DBGLC-111	Financial Accounting-I	Core-1	4	30	70	100
DBGLC-121	Principles of Management	Core-2	4	30	70	100
DBGLM-131	Managerial Economics	MDC-1	3	30	70	100
DBGLD-141	Digital Banking	DSE-1	3	30	70	100
DCNSV-111	Communication Skills	VAC-1	2	30	70	100
DSFTS-111	Soft Skills-I	SEC-1	2	30	70	100
First Semester Total Credits			22			

Semester-II

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DTAML-211/ DENGL-210	Tamil-II / English-VI	Language	2	30	70	100
DENGL-211	English-II	Language	2	30	70	100
DBGLC-211	Financial Accounting-II	Core-3	4	30	70	100
DBGLC-221	Business Law	Core-4	4	30	70	100
DBGLM-231	Indian Economy	MDC-2	3	30	70	100
DBGLD-241	Business Correspondence and Office Management	DSE-2	4	30	70	100
DUHNV-211	Universal Human Values	VAC-2	1	30	70	100
DSFTS-211	Soft Skills-II	SEC-2	2	30	70	100
Second Semester Total Credits			22			

Semester-III

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DTAML-311/ DENGL-310	Tamil-III/ English-VII	Language	2	30	70	100
DENGL-311	English-III	Language	2	30	70	100
DBGLC-311	Corporate Accounting-I	Core-5	4	30	70	100
DBGLC-321	Human Resource Management	Core-6	3	30	70	100
DBGLM-331	Business Statistics	MDC-3	3	30	70	100
DBGLD-341	Business Ethics	DSE-3	4	30	70	100
DBGLM-351	Indian Knowledge System	MDE-1	2	30	70	100
DSFTS-311	Soft Skills-III	SEC-3	2	30	70	100
DITNS-311	Internship-I	SI-1	1	30	70	100
Third Semester Total Credits			23			

Semester-IV

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DTAML-411/ DENGL-410	Tamil-IV/ English-VII	Language	2	30	70	100
DENGL-411	English-IV	Language	2	30	70	100
DEVSA-411	Environmental Studies	AEC-I	3	30	70	100
DBGLC-411	Corporate Accounting-II	Core-7	4	30	70	100
DBGLC-421	Company Law	Core-8	4	30	70	100
DBGLD-431	Digital Business Management	DSE-4	3	30	70	100
DIOES-411	Industry Oriented Employability Skills	SEC-4	2	30	70	100
DYENV-411	Yoga Education	VAC-3	1	30	70	100
Fourth Semester Total Credits			21			

Semester-V

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DBGLC-511	Cost Accounting	Core-9	4	30	70	100
DBGLC-521	Income Tax Law and Practice-I	Core-10	4	30	70	100
DBGLC-531	Practical Auditing	Core-11	4	30	70	100
DBGLD-541	Labour Law	DSE-5	4	30	70	100
DBGLS-551	Entrepreneurial Development	SEC-5	2	30	70	100
DBGLV-561	Computer Applications in Business	VAC-4	2	30	70	100
DITNS-511	Internship- II	SI-2	1	30	70	100
DFAIS-511	Fundamentals of Artificial Intelligence	SEC-6	1	30	70	100
Fifth Semester Total Credits			22			

Semester-VI

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	SEE	Total
DBGLC-611	Management Accounting	Core-12	4	30	70	100
DBGLC-621	Income Tax Law and Practice-II	Core-13	4	30	70	100
DBGLC-631	Financial Management	Core-14	4	30	70	100
DBGLC-641	Marketing Management	Core-15	4	30	70	100
DBGLD-651	Start-up Business	DSE-6	4	30	70	100
DBGLS-661	Mini Project	SEC-7	2	30	70	100
Sixth Semester Total Credits			22			

Semester-VII

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DBGLC-711	Financial Services	Core-16	4	30	70	100
DBGLC-721	AI Marketing	Core-17	4	30	70	100
DBGLC-731	Business Taxation	Core-18	4	30	70	100
DBGLD-741	Research Methodology	DSE-7	4	30	70	100
DBGLR-711	Research Project-I	RP-1	6	30	70	100
Seventh Semester Total Credits			22			

Semester-VIII

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DBGLC-811	Marketing of Services	Core-19	4	30	70	100
DBGLC-821	Business Communication	Core-20	4	30	70	100
DBGLC-831	Corporate Governance	Core-21	4	30	70	100
DBGLD-841	Production Management	DSE-8	4	30	70	100
DBGLR-811	Research Project- II	RP-2	6	30	70	100
Eighth Semester Total Credits			22			
Total for 3 Year Degree			132			
Total for 4 Year Degree			176			

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

(3).B.A Economics -ODL Mode Semester Pattern

Introduction

The B.A. Economics, is 3 Year Bachelor's Degree in Economics (4 Year for Honours) and other 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.

The Department of Economics provides students with the B.A. 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.

Programme Objectives (PO)

- PO1: Complex problem-solving: Graduates should be able to demonstrate the capability to propose solutions to complex economic issues using quantitative and qualitative methods.
- PO2: Critical thinking: Graduates should develop the ability to critically evaluate economic theories, policies, and real-world scenarios, enabling them to make informed decisions.
- PO3: Creativity: Graduates will learn to apply creative thinking in developing innovative solutions to economic problems and in formulating economic policies.
- PO4: Communication Skills: Graduates should be able to be proficient in articulating economic concepts and arguments clearly and effectively through written and oral communication.
- PO5: Analytical reasoning/thinking: Graduates will possess strong analytical skills to interpret data, assess economic trends, and the impact of economic policies.

- PO6: Research-related skills: Graduates should be able to demonstrate the ability to conduct independent economic research, utilizing appropriate methodologies and tools to generate valuable insights.
- PO7: Coordinating/collaborating: Graduates will be equipped with the skills to collaborate with industry professionals and to work effectively and respectfully with diverse teams.
- PO8: Leadership readiness/qualities: Graduates should be able to develop leadership qualities, including the ability to lead projects, manage teams, and drive economic initiatives within organizations.
- PO9: Value inculcation: Graduates will imbibe ethical values and social responsibility, ensuring that their economic practices contribute positively to society.

Programme Educational Objectives (PEO)

- PEO1: Graduates will possess a deep understanding of economic theories, principles, and methodologies, enabling them to analyze and solve complex economic problems in diverse contexts.
- PEO2: Graduates will demonstrate proficiency in critical thinking, analytical reasoning, and quantitative skills necessary for evaluating economic policies, conducting research, and making informed decisions.
- PEO3: Graduates will communicate effectively, both orally and in writing, and collaborate productively in multidisciplinary teams, preparing them for professional careers and leadership roles in various sectors.
- PEO4: Graduates will exhibit ethical awareness and social responsibility, understanding the implications of economic decisions on individuals, communities, and societies, and contributing positively to sustainable development and societal well-being.
- PEO5: Graduates will engage in lifelong learning and professional development, pursuing further education, acquiring new skills, and adapting to evolving economic challenges and opportunities throughout their careers.

Programme Specific Outcomes (PSO)

- PSO1: Economic Analysis: Apply economic theories and quantitative methods to analyze and interpret economic data, market trends, and policy issues, demonstrating proficiency in economic analysis.
- PSO2: Policy Evaluation: Evaluate the effectiveness and implications of economic policies, both domestic and international, on various stakeholders and economic outcomes, and propose evidence-based recommendations.
- PSO3: Research and Writing Skills: Conduct independent research projects on economic topics, demonstrating proficiency in literature review, data collection and analysis, and scholarly writing in economics.

B.A-Economics Programme of Study and Scheme of Assessment

B.A-Economics Credits to be earned: 132/B.A (Hons)-Economics Credits to be earned: 176

Component	Semester						3 Years Total Credits	Semester		4 Years Total Credits
	I	II	III	IV	V	VI		VII	VIII	
DSC	8	8	8	8	12	16	60	12	12	84
AECC & Languages	4	4	4	7	-	-	19	-	-	19
DSE / IDC / Minor	4	4	5	4	4	4	25	4	4	33
MDC	3	3	2	-	-	-	8	-	-	8
VAC	2	1	-	1	2	-	6	-	-	6
SEC	2	2	2	2	2	2	12	-	-	12
SI	-	-	1	-	1	-	2	-	-	2
RP	-	-	-	-	-	-	-	6	6	12
Total	23	22	22	22	21	22	132	22	22	176

B.A -Economics Programme Structure (ODL-Mode) - General Regulations 2024

B.A. Economics Minimum Credits to be earned: 132/ B.A (Hons) Economics Minimum Credits to be earned: 176

Semester-I

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA*	ESE*	Total
DTAML-111/ DENGL-110	Tamil-I/ English-V	Language	2	30	70	100
DENGL-111	English-I	Language	2	30	70	100
DBECC-111	Fundamentals of Micro Economics	Core-1	4	30	70	100
DBECC-121	Financial Economics	Core-2	4	30	70	100
DBECM-131	Mathematics for Economics	MDC-1	3	30	70	100
DBECI-141	Principles of Marketing	IDC-1	4	30	70	100
DCNSV-111	Communication Skills	VAC-1	2	30	70	100
DSFTS-111	Soft Skills-I	SEC-1	2	30	70	100
First Semester Total Credits			23			

Semester-II

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DTAML-211/ DENGL-210	Tamil-II/ English-VI	Language	2	30	70	100
DENGL-211	English-II	Language	2	30	70	100
DBECC-211	Digital Economics	Core-3	4	30	70	100
DBECC-221	Fundamentals of Public Economics	Core-4	4	30	70	100
DBECM-231	Statistics for Economics	MDC-2	4	30	70	100
DBECI-241	Service Marketing	IDC-2	3	30	70	100
DUHNV-211	Universal Human Values	VAC-2	1	30	70	100
DSFTS-211	Soft Skills-II	SEC-2	2	30	70	100
Second Semester Total Credits			22			

Semester-III

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DTAML-311/ DENGL-310	Tamil-III/ English-VII	Language	2	30	70	100
DENGL-311	English-III	Language	2	30	70	100
DBECC-311	Banking Theory Law and Practice	Core-5	4	30	70	100
DBECC-321	Energy Economics	Core-6	4	30	70	100
DBECD-331	Sustainable Development	DSE-1	3	30	70	100
DBECM-341	Indian Knowledge System	MDE-1	2	30	70	100
DBECM-351	Basics of Microsoft Office	MDC-3	2	30	70	100
DSFTS-311	Soft Skills-III	SEC-3	2	30	70	100
DITNS-311	Internship-I	SI-1	1	30	70	100
Third Semester Total Credits			22			

Semester-IV

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DTAML-411/ DENGL-410	Tamil-IV/ English-VIII	Language	2	30	70	100
DENGL-411	English-IV	Language	2	30	70	100
DEVSA-411	Environmental Studies	AECC	3	30	70	100
DBECC-411	Monetary Economics	Core-7	4	30	70	100
DBECC-421	Indian Economy	Core-8	4	30	70	100
DBECD-431	Economics Laws	DSE-2	4	30	70	100
DCPES-411	Computational Economics	SEC-4	2	30	70	100
DYENV-411	Yoga Education	VAC-3	1	30	70	100
Fourth Semester Total Credits			22			

Semester-V

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DBECC-511	Tamilnadu Economy	Core-9	4	30	70	100
DBECC-521	Managerial Economics	Core-10	4	30	70	100
DBECC-531	Environmental Economics	Core-11	4	30	70	100
DBECD-541	Strategic Management	DSE-3	4	30	70	100
DBECS-551	Entrepreneurial Development	SEC-5	2	30	70	100
DBECV-561	Introduction to "R"	VAC-4	2	30	70	100
DITNS-511	Internship-II	SI-2	1	30	70	100
Fifth Semester Total Credits			21			

Semester-VI

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	SEE	Total
DBECC-611	International Economics	Core-12	4	30	70	100
DBECC-621	Health Economics	Core-13	4	30	70	100
DBECC-631	Fundamentals of Micro Economics	Core-14	4	30	70	100
DBECC-641	Rural Economics	Core-15	4	30	70	100
DBECD-651	Econometrics	DSE-4	4	30	70	100
DBECS-661	Mini Project	VAC-5	2	30	70	100
Sixth Semester Total Credits			22			

Semester-VII

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DBECC-711	Advanced Micro Economic Analysis	Core-16	4	30	70	100
DBECC-721	Advanced Public Economics	Core-17	4	30	70	100
DBECC-731	Agricultural Economics	Core-18	4	30	70	100
DBECI-741	Research Methodology	IDC-3	4	30	70	100
DBECR-711	Dissertation-I	RP-1	6	30	70	100
Seventh Semester Total Credits			22			

Semester-VIII

Course Code	Course Title	Course Type	No. of Credits	Marks Distributions		
				CIA	ESE	Total
DBECC-811	Advanced Macro Economic Theory	Core-19	4	30	70	100
DBECC-821	Behavioural Economics	Core-20	4	30	70	100
DBECC-831	Industrial Economics	Core-21	4	30	70	100
DBECD-841	Development Economics	DSE-5	4	30	70	100
DBECR-811	Dissertation-II	RP-2	6	30	70	100
Eighth Semester Total Credits			22			
Total for 3 Year Degree			132			
Total for 4 Year Degree			176			

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

(4).B.A English -ODL Mode Semester Pattern

Introduction

The BA-English is a 3 Year Undergraduate Degree Programme(4 Year for Honours), comprised of English studies. The Programme 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 BA-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)

- PO1: Learners learn about the origin, development, and evolution of the English Language through the ages, starting from the middle of the 5th century A.D.

- PO2: Learners develop a strong foundation in English Literature and acquire comprehensive knowledge of various literary history and theories.
- PO3: Learners will be able to infer literary, social, and cultural understanding within the texts with reference to historical, geographical, and cultural contexts.
- PO4: Learners will be able to understand and differentiate the variety of Englishes in terms of lexical, syntax, grammar, and phonological aspects.
- PO5: Learners should be able to apply critical and theoretical approaches to the reading and analysis of literary and cultural texts in multiple genres.
- PO6: The learners learn to read, analyze, and interpret works of literature to acquaint them with the forms, structures, and aesthetics of the style and techniques of literary works.
- PO7: The learners use their study of literature to initiate, cultural, ethical, and global awareness.
- PO8: Learners develop critical and analytical skills in interpreting literary texts.

Programme Educational Objectives (PEO)

- PEO1: To familiarize learners with the origin and development of the English language and with the recent changes and updates.
- PEO2: To acquaint learners with the understanding of various forms of poetry, prose, fiction, and drama.
- PEO3: To introduce learners to the various periods in English Literature, classified according to the periods of monarchy and major literary movements.
- PEO4: To introduce learners to other world English literatures including translation of classics, to facilitate comparative studies.
- PEO5: To investigate the intricacies of English Teaching Methods, linguistics, and the study of the English language will benefit learners when they pursue a career in teaching.

Programme Specific Outcome (PSO)

- PSO1: Students will cultivate a taste for specific generic forms and refine their skills in creative writing.
- PSO2: Students will develop an aesthetic sense of cherishing literature and become creative writers.
- PSO3: The Study of Linguistics will facilitate participation in investigating the role of language in society and its implications.
- PSO4: Students will identify language variations (formal/informal, world Englishes) and their appropriate uses in a given context.
- PSO5: Students will develop communicative competency and enable them to communicate intelligibly in academics and the workplace.

B.A-English Programme of Study and Scheme of Assessment

B.A-English Credits to be earned: 132/B.A (Hons)-English Credits to be earned: 176

Component	Semester						3 Years Total Credits	Semester		4 Years Total Credits
	I	II	III	IV	V	VI		VII	VIII	
DSC	8	8	6	8	12	16	58	12	12	82
AECC & Languages	4	4	4	7	-	-	19	-	-	19
DSE / IDC / Minor	4	4	4	4	4	4	24	4	4	32
MDC	3	3	3	-	-	-	9	-	-	9
MDE	-	-	2	-	-	-	2	-	-	2
VAC	2	1	-	1	2	-	6	-	-	6
SEC	2	2	2	2	2	2	12	-	-	12
SI	-	-	1	-	1	-	2	-	-	2
RP	-	-	-	-	-	-	-	6	6	12
Total Credits	23	22	22	22	21	22	132	22	22	176

*

B.A-English Programme Structure (ODL-Mode) - General Regulations 2024

B.A English Minimum Credits to be earned: 132/ B.A English (Hons)
Minimum Credits to be earned:176

Semester-I

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA*	ESE*	Total
DTAML-111/ DENGL-110	Tamil-I/ English-V	Language	2	30	70	100
DENGL-111	English-I	Language	2	30	70	100
DBENC-111	Social History of England-I	Core-1	4	30	70	100
DBENC-121	History of English Literature-I	Core-2	4	30	70	100
DBENM-131	Journalism and Mass Media Communication	MDC-1	4	30	70	100
DBEND-141	Literary Forms	DSE-1	3	30	70	100
DCNSV-111	Communication Skills	VAC-1	2	30	70	100
DSFTS-111	Soft Skills-I	SEC-1	2	30	70	100
First Semester Total Credits			23			

Semester-II

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DTAML-211/ DENGL-210	Tamil-II/ English-VI	Language	2	30	70	100
DENGL-211	English-II	Language	2	30	70	100
DBENC-211	Social History of England-II	Core-3	4	30	70	100
DBENC-221	History of English Literature-II	Core-4	4	30	70	100
DBENM-231	Public Speaking	MDC-2	3	30	70	100
DBEND-241	The Elizabethan Age	DSE-2	4	30	70	100
DUHNV-211	Universal Human Values	VAC-2	1	30	70	100
DSFTS-211	Soft Skills-II	SEC-2	2	30	70	100
Second Semester Total Credits			22			

Semester-III

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DTAML-311/ DENGL-310	Tamil-III/ English-VII	Language	2	30	70	100
DENGL-311	English-III	Language	2	30	70	100
DBENC-311	Age of Milton	Core-5	3	30	70	100
DBENC-321	Romantic Age	Core-6	3	30	70	100
DBENM-331	Introduction to Phycology	MDC-3	3	30	70	100
DBENM-341	Indian Knowledge System	MDE-1	2	30	70	100
DBEND-351	Victorian Age	DSE-3	4	30	70	100
DSFTS-311	Soft Skills-III	SEC-3	2	30	70	100
DITNS-311	Internship-I	SI-1	1	30	70	100
Third Semester Total Credits			22			

Semester-IV

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DTAML-411/ DENGL-410	Tamil-IV/ English-VIII	Language	2	30	70	100
DENGL-411	English-IV	Language	2	30	70	100
DEVSA-411	Environmental Studies	AEC-I	3	30	70	100
DBENC-411	Modern Period	Core-7	4	30	70	100
DBENC-421	Phonetics	Core-8	4	30	70	100
DBEND-431	New Literature	DSE-4	4	30	70	100
DIOES-411	Industry Oriented Employability Skills	SEC-4	2	30	70	100
DYENV-411	Yoga Education	VAC-3	1	30	70	100
Fourth Semester Total Credits			22			

Semester-V

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DBENC-511	American Literature	Core-9	4	30	70	100
DBENC-521	Linguistics and Rhetoric	Core-10	4	30	70	100
DBENC-531	Indian Writing in English	Core-11	4	30	70	100
DBEND-541	Grammar and Usage	DSE-5	4	30	70	100
DBENS-551	Entrepreneurial Development	SEC-5	2	30	70	100
DBENV-561	Ethics and Values in Ancient Indian Traditions	VAC-4	2	30	70	100
DITNS-511	Internship- II	SI-2	1	30	70	100
DSETG-511	Skill Enhancement Training	SEC-6	1	30	70	100
Fifth Semester Total Credits			22			

Semester-VI

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	SEE	Total
DBENC-611	Feminist Writing	Core-12	4	30	70	100
DBENC-621	South Asian Literature	Core-13	4	30	70	100
DBENC-631	Shakespeare	Core-14	4	30	70	100
DBENC-641	Translation Studies	Core-15	4	30	70	100
DBEND-651	Cultural Studies	DSE-6	4	30	70	100
DBENS-661	Mini Project	SEC-7	2	30	70	100
Sixth Semester Total Credits			22			

Semester-VII

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DBENC-711	Film Studies	Core-16	4	30	70	100
DBENC-721	Diaspora Studies	Core-17	4	30	70	100
DBENC-731	Travel Literature	Core-18	4	30	70	100
DBEND-741	Research Methodology	DSE-7	4	30	70	100
DBENR-711	Dissertation-I	RP-1	6	30	70	100
Seventh Semester Total Credits			22			

Semester-VIII

Course Code	Course Title	Course Type	No.of Credits	Marks Distributions		
				CIA	ESE	Total
DBENC-811	Commonwealth Literature	Core-19	4	30	70	100
DBENC-821	Classical Literature	Core-20	4	30	70	100
DBENC-831	Partition Literature	Core-21	4	30	70	100
DBEND-841	Popular Literature	DSE-8	4	30	70	100
DBENR-811	Dissertation-II	RP-2	6	30	70	100
Eighth Semester Total Credits			22			
Total for 3 Year Degree			132			
Total for 4 Year Degree			176			

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

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

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

Introduction

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

The Open and Distance Learning (ODL) Programme in VISTAS has earned the brand name in the educational sector of India, with NAAC and NBA accreditations as a feather to their cap. The University and Department is taking all these credits to online education and open learning as more beneficiaries can enjoy the fruit of this Programme.

Mission

- To provide an accessible and inclusive learning environment for diverse group of students and other stakeholders to learn by synergizing education, research, innovation and outreach efforts.
- To foster self-discipline, strong values, ethics and sense of duty among the students to make them good citizens, leaders, professionals & entrepreneurs.
- To create the future business leaders through innovative and analytical ability & decision-making capability and integration of technology in education.
- To provide exposure to global business standards by design thinking, rational judgement and competencies necessary to manage global and multinational ventures.

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.

- PEO1: To provide exceptional quality education that prepares the students to meet global standards and competitive environment.
- PEO2: To inculcate team spirit and develop leadership capabilities among students, empowering them to emerge as business leaders and contribute to organizational development.
- PEO3: To impart ethical and moral values so as to inculcate the significance of Environmental, Social and Governance practices among students to create better citizens and society.
- PEO4: To equip the students with technology proficiency, nurture entrepreneurial skills to think strategically by encouraging them to become professionals.
- PEO5: To motivate students to participate in community development initiatives and participate Industry research projects.

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.

- PO1: Apply knowledge of management theories and practices to solve business problems.
- PO2: Foster Analytical and critical thinking abilities for data-based decision making.
- PO3: Ability to develop Value based Leadership ability.
- PO4: Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of Business
- PO5: Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.

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.

- PSO1: Develop aptitude for creativity, innovation and entrepreneurship
- PSO2: Adapt life-long learning and professional development to enrich competencies so as to match global opportunities & challenges
- PSO3: Conduct systematic inquiry in current issues like diversity, equity sustainability in business and management.

MBA - Programme Structure (ODL Mode)-General Regulations-2024**MBA Total Credits to be earned is 102****MBA General (with specialization in Human Resource/Marketing/Finance)*****CIA-Continuous Internal Assessment / *ESE-End Semester Examination****Semester-I**

Course Code	Course Title	Course Component	Credits	Maximum Marks		Total
				CIA*	ESE*	
DCMBA-111	Management Concepts and Organizational Behaviour	Core Subject-1	4	30	70	100
DCMBA-112	Business Data Analysis for Management Science	Core Subject-2	4	30	70	100
DCMBA-113	Managerial Economics	Core Subject-3	4	30	70	100
DCMBA-114	Financial Reporting, Statements and Analysis	Core Subject-4	4	30	70	100
DCMBA-115	Legal Aspects of Business	Core Subject-5	4	30	70	100
DCMBA-116	Fundamentals of Business Analytics	Core Subject-6	4	30	70	100
DCMBA-117	Practical-Professional Upskilling	Core Subject-7	2	30	70	100
DCMBA-118	Practical-MOOCs	Core Subject-8	1	30	70	100
Total			27			

Semester-II

Course Code	Course Title	Course Component	Credits	Maximum Marks		Total
				CIA	ESE	
DCMBA-211	Marketing Management	Core Subject-9	4	30	70	100
DCMBA-212	Financial Management	Core Subject-10	4	30	70	100
DCMBA-213	Human Resources Management	Core Subject-11	4	30	70	100
DCMBA-214	Operations Management	Core Subject-12	4	30	70	100
DCMBA-215	Business Research Methods	Core Subject-13	4	30	70	100
DCMBA-216	Corporate Social Responsibility and Sustainability	Core Subject-14	4	30	70	100
DCMBA-217	Practical-Data Analysis for Business Decisions - I	Core Subject-15	2	30	70	100
DCMBA-218	Practical-Entrepreneurship Lab	Core Subject-16	1	30	70	100
Total			27			

Semester-III

Code	Course	Course Component	Credits	Maximum Marks		Total
				CIA	ESE	
DCMBA-311	Strategic Management	Core Subject-17	4	30	70	100
DCMBA-312	International Business	Core Subject-18	4	30	70	100
DHMBA-313/ DMMBA-313/ DFMBA-313	Elective-I	Elective Subject-1	3	30	70	100
DHMBA-314/ DMMBA-314/ DFMBA-314	Elective-II	Elective Subject-2	3	30	70	100
DHMBA-315/ DMMBA-315/ DFMBA-315	Elective-III	Elective Subject-3	3	30	70	100
DHMBA-316/ DMMBA-316/ DFMBA-316	Elective-IV	Elective Subject-4	3	30	70	100
DHMBA-317/ DMMBA-317/ DFMBA-317	Elective-V	Elective Subject-5	3	30	70	100
DHMBA-318/ DMMBA-318/ DFMBA-318	Elective-VI	Elective Subject-6	3	30	70	100
DCMBA-319	Practical-Data Analysis for Business Decisions-II	Core Subject-19	2	30	70	100
DCMBA-320	Practical-Internship	Core Subject-20	4	30	70	100
Total			32			

Semester-IV

Code	Course	Course Component	Credits	Maximum Marks		Total
				CIA	ESE	
DCMBA-411	Project	Core Subject-21	10	100	200	300
DOMBA-412	Social Entrepreneurship	Optional Subject-1	3	30	70	100
DOMBA-413	Universal Human Values	Optional Subject-2	3	30	70	100
Total			16			

Electives: Choose any One Specialization

Human Resource	Marketing	Finance
1. DHMBA-313:Strategic Human Resource Management	1. DMMBA-313: Consumer Behaviour	1. DFMBBA-313: Investment Analysis and Portfolio Management
2. DHMBA-314:Cross Cultural Management	2. DMMBA-314: Retail Management	2. DFMBBA-314: Business Valuation
3. DHMBA-315:Counselling Skills for HR Managers	3. DMMBA-315: Digital and Social Media Marketing	3. DFMBBA-315: Financial Markets and Services
4. DHMBA-316:Organizational Psychology	4. DMMBA-316: Product and Brand Management	4. DFMBBA-316: Financial Derivatives
5. DHMBA-317: Manpower Planning	5. DMMBA-317:B2B Marketing	5. DFMBBA-317: International Finance
6. DHMBA-318: Team Dynamics at Work	6. DMMBA-318: International Marketing	6. DFMBBA-318: Mergers, Acquisitions and Corporate Restructuring

Total Credits=102(Twenty One Core Subjects-78 Credits + Six Elective Subject-18 Credits+ Two Optional Subjects-6 Credits)

(6).Master of Arts-Astrology (MA-Astrology) - ODL Mode-Semester Pattern

Introduction

The main objective of an M.A. Astrology Master Degree Programme is to develop critical thinking and analytical ability in the field of astrological sciences. This Programme enhances the knowledge and application of astrology, research methodologies and holistic well-being. An M.A. Astrology degree equips individuals with confidence, effective communication and the ability to integrate traditional astrological wisdom with scientific reasoning. It significantly improves career and employment prospects in healthcare, education and wellness sectors while also fostering entrepreneurial skills in Astrology and allied fields.

The Academic Programmes in VISTAS has earned the brand name in the educational sector of India, with NAAC and NBA accreditations as a feather to their cap. The University and the Department is taking all these credits to Open and Distance Learning (ODL) as more beneficiaries can enjoy the fruit of this Programme.

Mission

- To provide an affordable opportunity for a diverse group of students and stakeholders to learn by integrating education, research, innovation and community outreach in the field of Astrology.
- To inculcate self-discipline, values, ethics and devotion to duty among students, shaping them into responsible citizens, leaders Astrology Professionals and wellness entrepreneurs.
- To develop and decision-making skills in Astrology sciences.
- To offer exposure to global standards in Astrology Education and holistic wellness while fostering a strategic vision for integrating Astrology into healthcare and modern lifestyles.

Programme Educational Objectives (PEOs)

- **PEO1:** To provide the highest quality education in yogic sciences, preparing students to meet global standards in Astrology, research and wellness practice.
- **PEO2:** To cultivate team spirit and leadership qualities, enabling students to become competent Astrology Professionals, Educators and wellness leaders.
- **PEO3:** To impart ethical and moral values, fostering responsible citizens who contribute to a harmonious and holistic society.
- **PEO4:** To develop entrepreneurial skills, encouraging students to strategically think and establish their own Astrology and wellness ventures.
- **PEO5:** To inspire self-learning and continuous professional development, motivating students to engage in community wellness programs, research projects and industry collaborations in the field of Astrology.

Programme Outcomes (PO)

- **PO1:** Aim to predict human behavior and future events of an individual on the basis of each one's birth date.

- **PO2:** Develop analytical and critical thinking abilities to assess and integrate ancient Vedic astrological references relates to the movements of celestial bodies and their influences on Earth.
- **PO3:** Cultivate value-based leadership skills through self-learning, self-discipline and ethical practices which are part of the six auxiliary disciplines associated with Vedas.
- **PO4:** Understand, analyze and communicate the global, scientific, cultural, and ethical aspects of Astrology analyzing birth charts and various predictive techniques.
- **PO5:** Demonstrates the ability to guide and inspire individuals and communities mapping the positions of planets at the time of person's birth to analyze various aspects such as individual's career, health, relationship and spiritual growth.
- **PO6:** Utilize modern tools and techniques to deep study of ancient Vedic Astrological concepts, which reflects in global trade impacts, natural calamities and forecasting future events.
- **PO7:** Commit to lifelong learning and continuous professional development to enhance the knowledge, skills and competencies secured in various Astrological methods.

VISTAS-Department of Astrology-M.A Astrology-General Regulations-2024
M.A Astrology (ODL)-Mode- Programme Structure

M.A. Astrology Credit Distribution Minimum credits to be earned: 94

Semester-I

Course Code	Course Title	Credits	Maximum Marks		Total
			CIA*	ESE*	
DCMAA-111	Fundamentals of Astrology	8	30	70	100
DCMAA-112	Karakatwa's of Planets and Bhavas	6	30	70	100
DCMAA-113	Yogas and Doshas	6	30	70	100
DCMAA-114	Panja Pakshi Sashtra	4	30	70	100
Total		24			

Semester-II

Course Code	Course Title	Credits	Maximum Marks		Total
			CIA*	ESE*	
DCMAA-211	Marriage Matching	8	30	70	100
DCMAA-212	Ashtavargam and Divisional Charts	4	30	70	100
DCMAA-213	Prediction in Astrology	8	30	70	100
DCMAA-214	Case Study	2	30	70	100
Total		22			

Semester-III

Course Code	Course Title	Credits	Maximum Marks		Total
			CIA*	ESE*	
DCMAA-311	Prasna	8	30	70	100
DCMAA-312	Tarot and Gems	8	30	70	100
DCMAA-313	Vasthu	4	30	70	100
DCMAA-314	Samhitas	6	30	70	100
Total		26			

Semester-IV

Course Code	Course Title	Credits	Maximum Marks		Total
			CIA*	ESE*	
DCMAA-411	Mundane Astrology	6	30	70	100
DCMAA-412	Medical Astrology	6	30	70	100
DCMAA-413	Project Work	4	30	70	100
DCMAA-414	Practical -Oral Test Regarding Astrology Chart Prediction	6	30	70	100
Total		22			

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

Date:

Application for Change of Address of the Student

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.

Date:

Application for Issue of Duplicate ID Card

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.

Date:

Application for Change of Programme /Course

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://vistascdec.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**.

Date:

Application for Change/Correction in the Name of the Student

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**.

Date:

Grievance Form

To

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

Date:

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

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)	1. BA-English (Sem-II/III/IV/V/VI/VII/VIII) 2. BA-Economics (Sem-II/III/IV/V/VI/VII/VIII) 3. B.Com (Sem-II/III/IV/V/VI/VII/VIII) 4. BBA (Sem-II/III/IV/V/VI/VII/VIII) 5. MBA (Sem-II/III/IV) 6. MA-Astrology (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	

Note: Semester Fee: Rs.3,000 for UG, Rs.13,500 for MBA and 10,000 for MA-Astrology. 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**.

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 Qualifications (less than 500 KB)
 - d. Scanned copy of Category Certificate, (if any) SC/ST/BC/MBC/DNT/BC(M)/SC(A) (less than 200 KB)
 - e. Scanned copy of Person with disability (if any) (less than 200 KB)
 - f. Scanned copy of Date of Birth(less than 200 KB)
 - g. 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*	Postal Charges	Total
B.Com	Rs.3000	Rs.500	Rs.200	Rs.300	Rs.4000
BBA	Rs.3000	Rs.500	Rs.200	Rs.300	Rs.4000
BA-English	Rs.3000	Rs.500	Rs.200	Rs.300	Rs.4000
BA-Economics	Rs.3000	Rs.500	Rs.200	Rs.300	Rs.4000
MBA	Rs.13500	Rs.500	Rs.200	Rs.300	Rs.14500
MA-Astrology	Rs.15000	Rs.500	Rs.200	Rs.300	Rs.16000

*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-Economics/BA-English/MA-Astrology MBA(Human Resource <input type="checkbox"/> /Marketing <input type="checkbox"/> /Finance <input type="checkbox"/>				
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"/>	
		GENERAL <input type="checkbox"/>	BC <input type="checkbox"/>	MBC <input type="checkbox"/>	DNT <input type="checkbox"/>	
11.	Communal Category (Proof to be Attached)	SC <input type="checkbox"/>	SC(A) <input type="checkbox"/>	BC(M) <input type="checkbox"/>	ST <input type="checkbox"/>	
		Dumb Low Vision <input type="checkbox"/>	Hearing Impairment <input type="checkbox"/>	Loco Motor Impairment <input type="checkbox"/>	Visual Impairment <input type="checkbox"/>	
12.	Whether Person with Disability (PWD) (Proof to be Attached). Yes / No	Employed <input type="checkbox"/>		Self Employed <input type="checkbox"/>	Unemployed <input type="checkbox"/>	
13.	Employment Status	Government <input type="checkbox"/>	Govt. Aided <input type="checkbox"/>	Private <input type="checkbox"/>		
14.	If Employed in (specify)					
15.	Work Experience Years					
16.	Annual Income	Below 1,00,000 <input type="checkbox"/>	1,00,001 - 3,00,000 <input type="checkbox"/>	3,00,001 - 5,50,000 <input type="checkbox"/>	5,50,001 - 7,00,000 <input type="checkbox"/>	Above 7,00,000 <input type="checkbox"/>
17.	E-mail					
18.	Contact Mobile No.....	Alternate Mobile No.....				
19.	Academic Bank of Credit(ABC) ID No.					
20.	Distance Education Bureau(DEB)ID No.					

21.	Are you Economically Weaker Section of the Society?	Yes <input type="checkbox"/> /No <input type="checkbox"/>		
22.	Address for Communication			
23.	Aadhar Card Number (Attach Proof)			
24.	Marital Status	Married <input type="checkbox"/> / Un-married <input type="checkbox"/> /Divorced / Widow <input type="checkbox"/>		
25.	Blood Group			
26.	Father/Spouse Employment Status	Employed <input type="checkbox"/> / Un-employed <input type="checkbox"/> / Self-employed <input type="checkbox"/>		
27.	Father/Spouse Contact Mobile No.			
28.	Father/Spouse E-mail			
29.	Whether Defence Security Personal (Proof to be Attached). Yes / No	Ex-Servicemen <input type="checkbox"/> / Widow <input type="checkbox"/> / Defense <input type="checkbox"/> / Security Personal <input type="checkbox"/>		
30.	Residential Area	Rural <input type="checkbox"/> / Urban <input type="checkbox"/>		
31.	Examination Passed (Attach Proof)	Name of the Board / University	Year of Passing	Percentage
32.	Whether have you requested?	E-books <input type="checkbox"/> (Free)/ Printed Books <input type="checkbox"/> (additional cost of Rs.2000/- per semester to be paid after admission/re-registration)		
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 with Date

List of Enclosures (Proof to be attached)

1. Date of Birth .
2. Communal Category .
3. Educational Qualification .
4. Demand Draft/Challan .
5. Aadhar Card copy .
6. Person with Disability (PWD) .
7. Defence Security Personal .

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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