



KARNATAKA STATE OPEN UNIVERSITY

MUKTHAGANGOTHRI, MYSURU-570 006

NO: KSOU /Dean (Acad)/03/2021-22

Date: 11.02.2022

OFFICE ORDER

Sub: Approval of Panel of Self Learning Material writers for BBA First Semester.(Open Electives)

- Ref:** 1. UGC ODL & OL Regulations dated: 04.09.2020
2. ಸಂಖ್ಯೆ:ಕರಾಢುಢಿ/ಡಿಢ್(ಶೈ)/04/ಅಧ್ಯಯನಸಾಢಗ್ರಿಗಳ ಸಂಭಾಢನೆ/788/2020-21;ದಿ:07-01-2021.
3. KSOU CBCS (PG) ordinance VC Approval Dated:21.01.2021.
4. ಅಧಿಸೂಚನೆ ಸಂಖ್ಯೆ:ಕರಾಢುಢಿ/CIQA-22/2020-21, ದಿನಾಂಕ:25.02.2021
5. Syllabus Approval by BOS (UG) BBA Dated:21.03.2021
6. 17ನೇ ಂಶ್ಲೇಷ ಶೈಕ್ಷಣಿಕ ಢಂಡಳಿ ಸಭೆಯ ಅನುಢೋದನೆ ದಿನಾಂಕ:25.06.2021
7. 165ನೇ ವ್ಯವಸ್ಥಾಪನಾ ಢಂಡಳಿ ಸಭೆಯ ಅನುಢೋದನೆ ದಿನಾಂಕ: 03.07.2021
8. ತಢ್ಢು ಪ್ರಸ್ತಾಢನೆ ದಿನಾಂಕ: 29.01.2022.
9. Approval of Honble Vice-Chancellor dated: 10.02.2022

Pursuant to the approval of the Honble Vice-Chancellor dated: 10.02.2022 permission is accorded to the following teachers to write the SLM relating to BBA First Semester. (Open Electives)

The experts shall write the material keeping in view the following aspects.

1. SLM should be interactive in mode.
2. Each Unit of SLM shall comprise minimum of 12 to 15 pages.
3. SLM shall be in conformity with the structure and standard suggested by the UGC ODL Regulations-2020 (Ref-1)
4. SLM should be error free in all aspects. Check for factual errors, wrong quotes, usage of language, wrong translations etc.,
5. SLM writers are responsible for violation of Intellectual Property Rights/ Copyright. (Ref-2)
6. *Study material should be submitted both in hard and soft copy certified as "ready for print" from course SLM writers; by course co-coordinators & Chairmen.*

First Semester BBA (Open Electives)

Sl. No	Course Code	Course	Block	Name of the Resource Person
1	BMG-01	Office Management	1	Dr. Shamanth N., Asst. Professor on contract Basis, Department of Management, KSOU, Mysuru.
2	BMG-01	Office Management	2	Dr. Harsha M.B., Asst. Professor on Contract Basis, Department of Management, KSOU, Mysuru.

Note:

- The Chairperson of the Department shall be overall responsible for the details pertaining to the syllabus and co-ordinate with the teachers to get the study material developed as per UGC/University guidelines.
- The concerned course co-ordinators shall co-ordinate with writers & development of SLM and submission of bills.

- Remuneration for writing the study material, submitted in the form of soft and hard, will be paid as per the University rules in force.
- The writers shall submit SLM material along with the bills to the concerned Chairperson, who inturn shall forward it to the Office of the Dean (Ac) for further process. The said bill should be duly certified by the concerned course Co-ordinator.
- The SLM has to be subjected to plagiarism test and approved by concerned DAIP as applicable.
- The SLM ready for print has to be recommended by Editorial Committee.
- All the remuneration bills has to be submitted by the respective Departments through the concerned file only with the clear recommondatters of the Chairperson
- Remuneration bills before submission of SLM is not entertained.

The expenditure will be met out of the general funds-004-278-21.

By Order,

Dean (Academic)

To,

1. The Chairman, DOS & R in MBA , KSOU, Mysuru.
2. Concerned SLM writers.

Copy to:

1. P.S. to Honble Vice-Chancellor, KSOU, Mysuru.
2. The Registrar, KSOU, Mysuru.
3. The Finance Officer, KSOU, Mysuru.
4. Office Copy.