



ANDHRA UNIVERSITY
SCHOOL OF DISTANCE EDUCATION

VISAKHAPATNAM 530 003 : ANDHRA PRADESH

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Prof. P. Hari Prakash
DIRECTOR

No.SDE /PG Dipl. in Mgt. /PCP-WE/2019

Date:04.11.2019

PG DIPLOMA IN MANAGEMENT - ACADEMIC CALENDAR FOR 2019-2020

Particulars	Dates
Week end Contact Programme	
Venue: Department of Commerce & Management Studies, Andhra University, Visakhapatnam	November ,2019 : 10,17,24 December ,2019 : 1,8,15,22,29 January,2020 : 5,12,19 February,2020 : 2,8,9,16,23 March,2020 : 1,8,14,15 (20 days)
Submission of Assignments	
Display of Assignment Question Papers on Website	30 th November,2019
Last date for submission of Assignments without Fine.	30 th May,2020
Last date for submission of Assignments with a Fine of Rs.100/- per Subject Paper	30 th June,2020
Submission of Project Reports	On the day of Viva-Voce Examination
Examinations	
Announcement of Examination Schedule	April/May,2020
Conduct of Examinations	June/July,2020(Tentative)

Special Note: kindly visit our website www.andhrauniversity.edu.in for assignment question papers relating to **PG DIPLOMA IN MANAGEMENT** Course for the academic year 2019-2020.

- Assignment Question Papers **will not be sent by Post**. Candidates have to download assignment question papers. All the assignments are to be submitted at a time. Assignment Books with Spiral Binding will not be accepted.
- Candidates who do not pay tuition fee will not be sent study material.
- Candidates who are intending to attend Contact Programme are advised to report with their Identity Cards at the Reception Counter at the venue at 9:00 a.m. for the programme on the first day of the Programme i.e., 10-11-2019.
- As per the curriculum, the students have to submit a Project Report and also attend Viva Voce examination as per the Examination schedule announced by the University.

Dr. M. Manisekhar
Course Coordinator -9966490248

Prof.P. HARI PRAKASH
Director

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www.andhrauniversity.edu.in
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PG DIPLOMA IN MANAGEMENT - GUIDELINES FOR PROJECT REPORT

- 1) Every candidate shall choose an eligible Project Guide for selecting a topic for the Project work and also for guiding him / her in preparing the Project Report.
- 2) The eligible Project Guide shall be
 - a) Faculty of Department of Commerce and Management Studies, Andhra University; or
 - b) Academic counselors of MBA Programme being offered by School of Distance Education, Andhra University, Visakhapatnam; or
 - c) Faculty of Depts. Of Commerce & Management Studies of any other University recognized by Andhra University.
- 3) The Project Work shall be undertaken in any organization having a minimum of Rs.100 crore turnover or having atleast 500 employees.
- 4) The topics for the project report may be taken from the following suggestive list of areas or can choose any topic relevant to the Diploma course and do the project work in consultation with the Project Guide.
 - i. Study of Organization Design / Organization Structure
 - ii. Management practices in an organizations
 - iii. Leadership styles in an organization
 - iv. Organizational effectiveness
 - v. Operational performance of any Public Sector Enterprises including Banks and Insurance Companies
 - vi. Employee motivation in an organization
 - vii. Communication styles in an organization
 - viii. Analysis of Financial statement of an organization
 - ix. Pricing policies of Public Sector enterprises.
 - x. Impact studies (sectoral) on the economic policies of Government
 - xi. Field Study / Empirical Study
- 5) The Candidate has to submit the Project Report on the date of Viva-Voce examination.