

**CHAPTER - I**  
**SCHOOL OF DISTANCE EDUCATION :**  
**A BRIEF PROFILE**

Distance Education is a well tried modern method of Education. Distance Education permits greater flexibility and it is learner centered.

The School of Distance Education, formerly School of Correspondence Courses of Andhra University was established on 1st July, 1972 with the objective of increasing the access of higher education to disadvantaged sections of the society. Initially B.A. and B.Com. courses were offered with the assistance of UGC. Liberalised admission into B.A. / B.Com. courses under open system was introduced in 1976.

The School has been offering 48 Courses in total which include certificate courses, under-graduate courses, Diploma courses, PG Diploma Courses, PG Courses, Professional Courses in engineering, management, law and computer science. It has 24 Study centers spread over across the state of Andhra Pradesh.

The School of Distance Education is run by skilled teachers and educational administrators who always strive to reach high academic standards. A student who is enrolled into this School studies the same syllabi, and is awarded the same degree as in the case of regular students of this university.

The core academic staff of the School will carry on the academic activities with the help of the well experienced teachers in their respective fields, who are working in this University as well as in other Universities.

A student after admission into the School of Distance Education receives study material periodically in all the subjects, supplemented by week-end and Annual Personal Contact Programmes at various centres to facilitate interaction between the teachers and students. The School invites well experienced teachers to participate in these personal Contact Programmes besides our academic staff. During these programmes the teachers will give an extensive review of the subjects and clarify the doubts of the students.

## STAFF PATTERN OF THE SCHOOL - TEACHING STAFF

### DIRECTOR :

**Prof. P. Hari Prakash** Economics  
M.A., Ph.D.

### Assistant Professor :

01. Mrs. P. Vijaya Ratnam, Education  
M.A., M.A.,(Ed)

### Assistant Professors (Contract) :

02. Dr. G. Sri Ram, M.C.A., M.Tech., Ph.D. Computer Science  
03. Dr. N. Komali Salomi, M.A., Ph.D., D.F. Social Work  
04. Dr. B. Radhika, Education  
B.Ed., M.A. Edn., M.A.(Eng), M.A. (Phi). M.Phil., Ph.D. PGDFE  
05. Dr. K. Jayaram, M.Sc., M.Sc., M.Ed., M.Phil., Ph.D. Education  
06. Dr. M. Sudarshana Rao, Education  
M.Sc., M.A.Edn., M.Phil., Ph.D.  
07. Dr. M.V. Mani Varma, Education  
M.Sc., M.B.A., M.Ed., Ph.D. P.D.F. (Edu.)  
08. Dr. K. Krishna Dorababu, M.Sc., Ph.D., P.G.D.E.S. Geography  
09. Dr. M. Manisekhar, MHRM, M.B.A., M.Phil, Ph.D. HRM  
10. Dr. UVN Das, MBBS Consultant MBA (Hospital Administration)

### Officers :

01. Sri T. Chitti Babu, M.A. (Edn.) Joint Registrar  
02. Sri M. Hema Naik, M.A. Deputy Registrar  
03. Sri K. Appa Rao, B.Com. Asst. Registrar

### Superintendents :

01. Sri M. Sreenivasa Rao, M.A. Examinations - I  
02. Sri P. Sriramamurthy, B.Com. Examinations - II  
03. Sri P. Appala Naidu, M.A. Examinations - III  
04. Smt. K. Kumari, M.A., B.Ed. Accounts Section  
and Establishment

**LIBRARY :**

01. Sri M. Subhani, M.A., M.L.I.SC.

Library Asst.

**Contact Phone Numbers**

01. Learner Interface	9848199155 / 7702257821
02. Enquiry	0891 - 2844143 / 2754966
03. P.G. Admissions	0891-2844164 / 7702257811
04. P.G. Examinations	0891 - 2844164 / 9963474712
05. Course Material Section	0891 - 2844145 / 7702257818
06. Learner Counselling Centre	0891-2844146 / 9963474711 9963474712 / 9963474714

Website : [www.andhrauniversity.edu.in](http://www.andhrauniversity.edu.in)

(for updates)

**CHAPTER - II**  
**DIPLOMA IN MUSIC**

***Eligibility for Admission :***

Candidates should have passed Intermediate Examination or equivalent.

***Duration of the Course : Two years***

***Medium of Instruction : Telugu***

***Personal Contact Programme Cum Practical Classes :***

Personal Contact Programme Cum Practical Classes of 14 days duration will be held in each year during the course of study.

***Fee :***

I Year : ₹ 4,000/-

II Year : ₹ 2,000/-

**Examination Pattern :**

Examination will be held at the end of the year in the four papers carrying 100 marks each for duration of three hours each.

A candidate shall be declared to have passed Diploma Examination, if he/she obtains not less than 40% aggregate of the total marks, by obtaining not less than 30% in theory and 40% in Practical marks, in each year. All other candidates shall be deemed to have failed.

For Classification - Please see General Instructions of prospectus.

**Course of Study :**

**I Year**

**There shall be two Theory papers and two Practical papers :**

Paper - I : Technical aspects of South Indian Classical Music 100 marks

Paper - II : Theoretical aspects of South Indian Classical Music 100 marks

Paper -III : Fundamentals of Classical Music-Practicals 100 marks

Paper -IV : Kritis and Others Compositions - Practical 100 marks

**II Year**

**There shall be two Theory papers and two Practical papers :**

Paper - I : Technical and theoretical aspects of South Indian Music  
100 marks

Paper - II : Scientific and theoretical aspects of South Indian Music  
100 marks

Paper -III : Compositions and Mano dharma Sangeetham - Practical  
100 marks

Paper -IV : Advance Compositions and Mano dharma Sangeetham -  
Practicals 100 marks

**Note :** All Practical classes will be taught only in **Vocal**. If a candidate wishes to appear for a Practical examination in **Veena, Violin or Flute**, he or she may do so, but no special coaching will be offered.

## CHAPTER - III

### DIPLOMA IN SPOKEN HINDI & TRANSLATION

**Eligibility for Admission :**

Candidates, who passed Intermediate Examination (with Hindi as a Subject) from any college by Andhra University.

**Medium of Instruction :** Hindi only

**Duration of the Course :** Six months

**Course of the Study :**

**There shall be Five papers :**

Paper - I : Hindi language and Linguistic Structure	100 marks
Paper - II : Practical complexion of Hindi Language	100 marks
Paper - III: Introduction of Hindi Kathasahitye	100 marks
Paper - IV : Methods& Types of Translation in Hindi	100 marks
Paper - V : Viva-voce	100 marks

**Marks qualifying for a pass :**

Examination will be held at the end of course. Five papers carrying 100 marks. A candidate shall be declared to have passed examination if he /she obtain not less than 35% in each four papers and in Viva voce-should 50%.

**Personal contact Programme :**

Personal Contact Programme of two weeks duration will be held during course of study.

**Fee :** ₹ 4,000/-

**Note:** Candidate who have passed qualifying examinations of other Universities are required to pay the following amounts at the time of admission.

- i. ₹ 300/- towards Recognising fee
- ii. ₹ 100/- towards Matriculation fee

## CHAPTER - IV

### POST-GRADUATE DIPLOMA IN TRANSLATION

The School of Distance Education of Andhra University introduced the Post Graduate Diploma in Translation (P.G.D.T.) from the year 1989 with the intention of imparting training to acquire proficiency in the official Language of the State - Telugu.

**Medium of Instruction :** *Telugu*

**Eligibility for Admission :**

Candidates, who passed any degree examination of this University or any degree, which is recognised by A.U. as equivalent thereto.

**Note :**

Only those who passed Hindi and Telugu at degree are eligible to choose optional paper IV(I)

**Duration of the Course :** *One Year*

**Course of Study :**

There shall be three compulsory papers and one optional paper, each of three hours duration carrying 100 marks.

**Paprr - I** : Theory of Translation and Standard Modern Telugu

**Paper - II** : General Translation (from English to Telugu and Telugu to English)

**Paper - III**: Translation of Official Correspondence (from English to Telugu and Telugue to English)

**Paprr - IV** : Optionals :

- i. Translation of Official Correspondence (From Hindi to Telugu and Telugu to Hindi)
- ii. Translation of Official Reports (from English to Telugu)
- iii. Translation of Codes (from English to Telugu)

The Candidate is expected to answer five questions out of ten, atleast two each Part in Paper - I, four exercises (3+1) out of ten in Papers - II, III and IV - (i) and one extract out of two in papers IV - (ii) and IV - (iii).

## పోస్టు గ్రాడ్యుయేట్ డిప్లొమా ఇన్ ట్రాన్స్లేషన్

ఆంధ్ర విశ్వకళా పరిషత్తు స్కూల్ ఆఫ్ డిప్లొమాస్ ఎడ్యుకేషన్ లో 1989 సంవత్సరం నుంచి పోస్టు గ్రాడ్యుయేట్ డిప్లొమా యిన్ ట్రాన్స్లేషన్ (పి.జి.డి.టి) ను ఆంధ్రప్రదేశ్ అధికార భాషయైన తెలుగులో నైపుణ్యాన్ని సంపాదించడానికి ప్రవేశ పెట్టాలని నిర్ణయించింది.

**భోధనా భాష : తెలుగు**

**ప్రవేశార్హత :** ఏ డిగ్రీ లోనైనా ఉత్తీర్ణులైనవారు అర్హులు

**గమనిక :** నాల్గో పేపరు, ఐచ్చిక (1) ను ఎన్నుకోవడానికి డిగ్రీ స్థాయిలో హిందీలోను తెలుగులోనూ ఉత్తీర్ణులైనవారు మాత్రమే అర్హులు.

**కాలపరిమితి :** ఒక సంవత్సరం

**కోర్సులోని అంశాలు :** వరుసగా మొదటి మూడు పేపర్లు తప్పనిసరిగానూ, ఐచ్చి పేపర్లలో ఏదేని ఒకదాన్ని వ్రాయవలసి వుంటుంది. ప్రతీ పేపరు కాలవ్యవధి మూడు గంటలు, మార్కులు 100

**ఒకటో పేపర్ :** అనువాద సిద్ధాంతాలు, ఆధునిక ప్రామాణిక తెలుగు భాష

**రెండో పేపర్ :** సాదారణ అనువాదం (ఆంగ్లం నుంచి తెలుగులోకి తెలుగు నుంచి ఆంగ్లంలోకి)

**మూడో పేపర్ :** అధికారిక ఉత్తర ప్రత్యుత్తరాల అనువాదం (ఆంగ్లం నుంచి తెలుగులోకి తెలుగు నుంచి ఆంగ్లంలోకి)

**నాల్గో పేపర్ :** ఐచ్చికాలు :

1. అధికారిక ఉత్తర ప్రత్యుత్తరాల అనువాదం హిందీ నుంచి తెలుగులోకి తెలుగు నుంచి హిందీలోకి)
2. అధికారిక నివేదికల అనువాదం (ఆంగ్లం నుంచి తెలుగులోకి)
3. న్యాయచట్టాలనువాదం (ఆంగ్లం నుంచి తెలుగులోకి)

మొదటి పేపరు ఇచ్చిన పది ప్రశ్నల్లో ఏ అయిదింటికైనను కనీసం రెండు, ప్రశ్నలు ప్రతీ భాగంనుంచి ఎంపిక చేసికొని వ్రాయవలసి వుంటుంది. రెండు, మూడు, నాలుగులోని మొదటి ఐచ్చిక పేపర్లలో ఇచ్చిన పది అభ్యాసాల్లో ప్రధమభాగం నుంచి మూడు, ద్వితీయ భాగం నుంచి ఒకటి చేయవలసి వుంటుంది. నాల్గో పేపరులోని రెండు, మూడు ఐచ్చికాల్లో యిచ్చిన రెండు భాగాల్లో ఒకదాన్ని వ్రాయవలసి వుంటుంది.



**Contact Programme :** Personal Contact Programme of two weeks duration will be held during course of study.

**Fee :** ₹ 4,000/-

**Note :** Candidates who have passed qualifying examinations of other Universities are required to pay the following amounts at the time of admission.

- i. ₹ 300/- towards Recognition Fee
- ii. ₹ 100/- towards Matriculation Fee

**వైయక్తిక అనుసంధాన బోధనా కార్యక్రమం :**

పాఠ్యంశ భాగాలు రెండు వారాల పాటు వైయక్తిక అనుసంధాన బోధనా తరగతులుగా నిర్వహించబడతాయి.

రుసుం వివరాలు :

మొత్తం రుసుం : ₹ 4000/-

గమనిక :

ఇతర విశ్వవిద్యాలయాల్లో ఈ కోర్సులుకు తగిన డిగ్రీ అర్హత పరీక్షల్లో ఉత్తీర్ణులైన అభ్యర్థులు ఈ క్రింది మొత్తం కూడా చెల్లించవలసి వుంటుంది.

అ. గుర్తింపు రుసుం ₹ 300/-

ఆ. మెట్రిక్యులేషన్ రుసుం ₹ 100/-

**CHAPTER - V**  
**POST-GRADUATE DIPLOMA IN ENVIRONMENTAL STUDIES**

**Medium of Instruction :** English

**Eligibility for Admission :** Candidate should have passed any degree examination of this University or any other University, which is recognised by Andhra University as equivalent thereto.

**Duration of the Course :** One Year

**Course of Study :** There shall be 4 compulsory papers and one optional paper each of three hours duration carrying 100 marks.

Paper - I	- Man & Environment	-100 Marks
Paper - II	- Environmental Pollution and Management	-100 Marks
Paper - III	- Environmental Health, Education Law and Policy	-100 Marks
Paper - IV	- Environmental Economics	-100 Marks
Paper - V	- Environmental impact Assessment, Audit and Environmental Problems of India	-100 Marks
Paper - VI	- (i) Environmentalists Diary	- 50 Marks
	(ii) Viva-Voce	- 50 Marks

**Contact Programme :** Personal Contact Programme of two weeks duration will be held during the course of Study. Laboratory and field visits for three days form part of the personal contact programme for which attendance is compulsory

**Fee :** ₹ 5,000/-

**Note :** Candidates who have passed qualifying examinations of other Universities are required to pay the following amounts also at the time of admission.

- i. ₹ 300/- towards Recognition Fee
- ii. ₹ 100/- towards Matriculation Fee

## CHAPTER - VI

### POST-GRADUATE DIPLOMA IN FUNCTIONAL ENGLISH

#### **Eligibility for Admission :**

Candidate should be a graduate of this University or any other University, which is recognised by Andhra University as equivalent thereto.

**Duration of the Course :** One Year

#### **Contact Programme :**

Personal Contact Programme of two weeks duration will be held during the course of study. Attending the Contact Programs is not compulsory. Practical examination for Paper - I (Listening and Speaking) will also be held at the end of examinations.

**Fee : ₹ 4,000/-**

Bonafide P.G. Students in AU Campus and other University/Colleges can avail 50% of the Course fee, if they submit the bonafide study certificate from their college.

#### **Course of Study :**

There will be three compulsory papers and one optional paper

Paper I - Communication Skill - I (Listening and Speaking)

Paper II - Communication Skill - II (Reading and Writing)

Paper III - Remedial Grammar

Paper IV - OPTIONALS

i. Business English

ii. Academic English

**Note :** Candidates who have passed qualifying examinations of other Universities are required to pay the following amounts at the time of admission.

i) ₹ 300/- towards Recognition Fee

ii) ₹ 100/- towards Matriculation Fee

**CHAPTER - VII**  
**POST-GRADUATE DIPLOMA IN MANAGEMENT OF**  
**VOLUNTARY ORGANISATIONS**

**Medium of Instruction :** English only

**Eligibility for Admission :**

Candidates in possession of any graduate degree of Andhra University or any other University recognised by Andhra University under 10+2+3 or 11+2+3 or 11+2+2 pattern are eligible for admission.

**Duration of the Course :** One academic year

**Course of Study :**

The course consists of four papers, carrying 100 marks each and field work carrying 75 marks for record and 25 for viva-voce, as specified below:

- Paper I : Perspective of Development and Welfare
- Paper II : Voluntary Organisations
- Paper III : Management of Voluntary Organisations
- Paper IV : Project Management
- Paper V : Field work and Viva-Voce

**Field work :** the field work consists of three components as detailed below:

- I. Field work - 15 days (I Phase)
- II. Field work - 10 days (II Phase)

**1. First Placement Report :**

Study of one Voluntary organisation over a period of 15 days covering atleast 10 of the following aspects

1. Profile of the organisation
2. Objectives of the organisation
3. Strategies/approaches of the organisation
4. Staffing pattern and staff roles and functions
5. Programme objectives, planning, implementation and progress
6. People's involvement in programmes - structure and role
7. Overall impact of the programmes

8. Case studies on two beneficiaries representing different programmes
9. Sustainability and withdrawal process
10. Funding sources and financial status
11. Organisations - Community interactions
12. Organisation - Government interactions
13. Network involvement and contribution
14. Training systems of the organisations
15. Future plans and vision

Each component shall be present in the form of an exercise and each exercise carries FIVE marks.

**2. Second Placement Report :**

The student shall work for 10 days in an organisation, develop working knowledge and submit a comprehensive report on the organization. The report shall be around 25 pages in type. The placement report carries 25 marks.

**3. Viva - Voce :**

At the end of the course the candidate shall take a viva - voce on field work. The viva carries 25 marks.

**Contact Programme :**

Personal Contact Programme for 15 days duration will be held during the course of study. Personal Contact Programme is compulsory.

**Fee : ₹ 5,000/-**

**Note :** Candidates who have passed qualifying examinations of other Universities are required to pay the following amounts also at the time of admission.

- i. ₹ 300/- towards Recognition Fee
- ii. ₹ 100/- towards Matriculation Fee

**CHAPTER - VIII**  
**POST - GRADUATE DIPLOMA IN TRAVEL &  
TOURISM MANAGEMENT**

**Medium of Instruction :** English

**Eligibility for Admission :**

Candidate should be graduate of this University or any other university which is recognised by Andhra University as equivalent thereto.

**Duration of the Course :** One academic year

**Contact Programme :**

Personal Contact Programme and practical training programme of two weeks duration will be held during the course of study. The programme is Compulsory.

**Fee :** ₹ 5,000 /-

**Note :** Candidates who have passed qualifying examinations of other Universities are required to pay the following amounts also at the time of admission.

- i. ₹ 300/- towards Recognition Fee
- ii. ₹ 100/- towards Matriculation Fee

**Course of Study :**

There are four compulsory papers as follows :

1. Tourism in India - History & Development
2. Tourism Management
3. Travel Management
4. Accommodation Management.

**CHAPTER - IX**  
**POST-GRADUATE DIPLOMA IN CO-OPERATION AND**  
**RURAL STUDIES**

The School of Distance Education, Andhra University, introduced the P.G.D.C.R.S. Course from the academic year 1983 - 84 with the intention of extending training facilities in Cooperatives to the untrained employees working in various Co-operative and allied institutions all over the Country. However With effect from the Academic Year 2007-2008, the course has been extended to fresh candidates also.

**Medium of Instruction** : English only\*

**Eligibility for Admission** :

Any Bachelors Degree other than B.F.A. and B.A. (OL)

**Note** : Candidates who passed the qualifying examination of other Universities which are recognised by Andhra University under 10+2+3 or 11+2+3 or 11+2+2 pattern of education are only eligible for admission.

**Duration of the Course** : The course of study for Post-Graduate Diploma in Co-operation and Rural Studies shall extend over period of one academic year.

**Practical Training** : A Scheme of practical training will be drawn and intimated to all the candidates. The practical training includes the visits to the following types of Co-operative institutions in order to study their pattern of working.

1. Credit societies and Banks
2. Consumer's Co-operative Stores
3. Producer's Co-operatives
4. Marketing Co-operatives.

Attendance at the Practical Training Programme is Compulsory, and the candidates who fail to attend are not eligible to take University Examinations.

During the period of the programme the candidates have to visit 10 different types of Co-operatives in order to study the nature of their working and collect information according to the designed schedules which will be supplied to them. The candidates have to submit the following two types of records.

1. Record based on the visits to 10 Co-operatives during the Practical Training Programme.
2. Records based on the detailed in-depth study of one Cooperative society.

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\* The students are given option to write the University examination in Telugu Medium also.

**Contact Programme :** Attendance at the programme is **Compulsory**. The candidates will be informed about the dates of the programme.

**Fee : ₹ 5,000/-**

**Note :** Candidates who have passed qualifying examinations of other Universities are required to pay the following amounts also at the time of admission.

- i. ₹ 300/- towards Recognition Fee
- ii. ₹ 100/- towards Matriculation Fee

**Course of Study :**

The syllabus and scheme of examination of P.G. diploma in Co-operation and Rural Studies is same as is offered for the regular students in the Department of Economics, Andhra University, Waltair.

The following is the scheme of examination for the Post Graduate Diploma in Co-operation and Rural Studies. There shall be six papers/ Written Examination, each of three hours duration carrying 100 marks and 50 marks for the practical Records and 50 marks for Viva - Voce Test.

Group I : 1. Rural Economics

2. Business Management with special reference to Co-operatives
3. Accountancy and Auditing.

Group II : 4. Banking

5. Co-operation : Theory, History & Practice
6. Co-operative law & Administration Legal Frame work of Co-operatives.

Group III : 7. Practical Record and Viva - Voce test

The candidate has to write the examinations at Andhra University, Waltair and Viva-Voce test will be conducted soon after completing the written examinations.

A detailed syllabus with recommended text books and reference of the above subjects will be sent to the candidates after admission.



## CHAPTER - X

### POST-GRADUATE FUNCTIONAL HINDI AND TRANSLATION

**Medium of Instruction :** Hindi only

**Eligibility for Admission :**

Candidate, who passed any Degree (with Hindi as a subject) from Andhra University or any other University in India as recognised by Andhra University.

**Duration of the Course :** One Academic Year

**Course of Study :**

**There shall Five papers**

Paper - I : Social Context of Language and Functional Hindi	100 marks
Paper - II : Official Correspondence, Administrative drafting, noting and letter writing	100 marks
Paper -III : Principles of Translation.	100 marks
Paper -IV: Applied Translation (From Telugu & English to Hindi)	100 marks
Paper -V : Viva.voce	100 marks

**Marks Qualifying for a Pass.**

Examination will be held at the end of Course. Five papers carrying 100 marks. A candidate shall be declared to have passed examination if he/she obtains not less than 35% each of papers and in Viva-Voce should 50%.

**Personal contact Programme :** Personal Contact Programme of two weeks duration will be held during course of study.

**Fee :** ₹ 5,000/-

**Note:** Candidates who have passed qualifying examinations of other Universities are required to pay the following amounts at the time of admission.

- i. ₹ 300/- towards Recognition Fee
- ii. ₹ 100/- Towards Matriculation Fee.

## CHAPTER - XI

### P. G. DIPLOMA IN MANAGEMENT

**Medium of Instruction :** English only

**Eligibility for Admission :** Any Graduate is eligible for this course.

**Duration of the Course :** Only Academic Year

**Course Fee :** ₹ 10,000

**Week-end Classes :**

Week-end Classes of 20 days duration will be held during the course of study at the following centre :

1. School of Distance Education, Andhra University, Visakhapatnam.

**Examination Pattern :**

Examination will be held at the end of the year in the six papers carrying 100 marks each for duration of three hours each.

A Candidate shall be declared to have passed the examination if he/she obtained not less than 40% of total marks in aggregate and not less than 35% in each paper

For Classification - Please see General Instructions of prospectus.

**Examination Centres :**

Examinations will be held at the places where the week-end classes will be organised.

**Courses of Study :**

There shall be Six Theory Papers :	Marks
Paper - I : Management Process and Behaviour	100 marks
Paper - II : Quantitative Techniques for Managerial Decisions	100 marks
Paper -III : Business Environment	100 marks
Paper -IV: Accounting for Management	100 marks
Paper- V : Managerial Economics	100 marks
Paper- VI: Managerial Communications	100 marks
Paper-VII: Project Work	100 marks
Paper-VIII: Viva.voce	100 marks

**Note:** Candidates who have passed qualifying examinations of other Universities are required to pay the following amounts at the time of admission.

- ₹ 300/- towards Recognition Fee
- ₹ 100/- Towards Matriculation Fee.

## CHAPTER - XII

### P. G. DIPLOMA IN DISASTER MANAGEMENT

**Medium of Instruction :** English only

**Eligibility for Admission :** Any Graduate is eligible for this course.

**Duration of the Course :** Only Academic Year

**Course Fee :** ₹ 5,000

The course consists of 5 papers and Dissertation (Project Work) given below : All the papers are compulsory.

Paper - I : Basics of Disaster

Paper - II : Hazards, Risk and Vulnerability Assessment

Paper - III: Pre-Disaster Reduction Management

Paper - IV: Post Disaster Management - Rescue, Relief and Reconstruction

Paper -V : Disaster and Environment Consequences

Paper - VI: Dissertation (Project Work)

A Student can conduct his/her Dissertation work in the areas which are disaster prone

There shall be five papers each paper will be of three hours duration carrying 100 marks. Dissertation 150 marks and 50 marks for Viva-voce.

**Note:** Candidates who have passed qualifying examinations of other Universities are required to pay the following amounts at the time of admission.

- i. ₹ 300/- Towards Recognition Fee
- ii. ₹ 100/- Towards Matriculation Fee.

**CHAPTER -XIII**  
**GENERAL INSTRUCTIONS**

1. Any Qualified candidate within India can apply for admission into School of Distance Education. Admission is restricted to the candidates residing in India.
2. Candidates studying other Courses are also eligible for admission into the School. Transfer Certificate and Migration Certificate need not be submitted for admission.
3. Candidates after graduating from the School of Distance Education are eligible for higher studies as in the case of regular college students.
4. After enrolment, every student will be allotted a Code number, which he/she should invariably mention in all his/her correspondence with the School. Full Code Number including the period of study should be quoted in all the correspondence. Correspondence without code number will not receive attention.
5. The student will be admitted into the School on the assumption that the entries in the Admission application are correct and the student has to fulfill all the requirements as mentioned in the application.

The original Certificates of the students submitted along with the application form will be returned to the student by Registered post as soon as the admission formalities are over. However such of the Original certificates which are required for record of the School will be retained and they will not be returned. The First of August is treated as the day of commencement of the academic year.

6. The candidates are required to abide by the rules and regulations that are in force and those that will come into effect from time to time as formulated by the School and /or by the University.

***Postal Address:***

7. All Correspondence pertaining to the School of Distance Education must be addressed to:  
**The Director,  
School of Distance Education  
Andhra University  
Visakhapatnam – 530 003, Andhra Pradesh**

The student is particularly requested to note that the Office of the School of Distance Education is different from the office of the Registrar, Andhra University, Waltair, Visakhapatnam.

***Mailing of Communications:***

8. Express Parcel post to the address of the students as per records of the School. The students are advised to make necessary arrangements in their respective delivery post offices at their end to get the delivery of difference communications, reading materials from the school properly without delay. It is not possible for the school to owe any responsibility for any postal mishap. However necessary arrangements may be made to provide another set of reading material/ copy of communication etc., to the students if the issue of non receipt/ postal mishap is brought to our notice in time.

***Identity Card:***

9. The identity Card issued to the candidate will be sufficient for the purpose of identification for the entire period of study in this School. If the Identity Card is lost, a fresh identity card will be issued on payment of ₹ 50/-

***Payment of Tuition Fees:***

10. The tuition fee has to be paid at the time of submission of application for admission. Mailing of lessons will be stopped to the defaulters until they pay the tuition fee dues to the School.

***Change of Optional Subjects :***

11. The candidates who opt for a change in optional subject have to pay ₹ 500/-

**Note :** Prescribed application form should be used for effecting the change.

***Remittances to the School:***

12. All the remittances to the School of Distance Education should be made through a Crossed Demand Draft drawn in favour of **the Registrar, Andhra University, Visakhapatnam, payable at Syndicate Bank, China Waltair, Visakhapatnam-3 or any Nationalised Bank payable at Visakhapatnam.** The name of the candidate, code number if already allotted and the purpose of the remittance should be clearly mentioned in the covering letter along

with the Demand Draft and sent to the Director, School of Distance Education, Andhra University, Visakhapatnam. **The name of the candidate and complete code number are also to be noted on the back of the Demand Draft.**

***Bank Challans, Cheques, Money Orders and Postal Orders will not be accepted***

***Refund of Fee:***

13. In respect of those candidates whose applications for admission are rejected by the School for any reason, 10 per cent of the tuition fee besides admission and registration fee of 150/- will be deducted from the fee paid and the balance will be refunded. Candidate who submits application for admission and withdraws on his / her own will not be entitled for refund.
14. The employees of Andhra University including retired employees and or their children/spouse are exempted from payment of tuition fee upto 50% on the production of service certificate from the Registrar.

***Information relating to Examinations:***

15. Examination applications are to be download from the University Website. [www.andhrauniversity.edu.in](http://www.andhrauniversity.edu.in)
16. The Candidates will not be permitted to take the examinations unless they clear all the dues to the School.
17. The Code Number of the candidate should be written in the column provided in the examination application form for easy reference. Information relating to the examinations such as last date for receipt of examination fee, etc., will be generally informed by the School. However, students are also advised to see notifications in the press issued by the Director, School of Distance Education, Andhra University relating to such matters.
18. A candidate appearing for the examination for the first time shall pay the fee prescribed for the whole examination even if the candidates chooses to appear for some papers only.
19. Examination fee once paid will under no circumstances be refunded or held over for subsequent examination.

20. The examination center for the P.G. Diploma Course and Certificate Courses will be Conducted at Visakhapatnam only.

***Marks Qualifying for a pass :***

21. A candidate shall be declared to have passed the P.G. Diploma examination if he/she obtains not less than 40 per cent of the total marks and obtains not less than 30 per cent in each paper. However in case of certificate and Diploma courses, the passing minimum for each paper is 35. All other candidates shall be deemed to have failed in the examinations.

***Classification of successful candidates:***

22. The names of the successful candidates at the examination of P.G.Diploma shall be arranged in the order in which they are registered for the examination in four classes on the basis of the total marks obtained by each candidate.

First class with Distinction: Those who obtain 70 per cent and above

First class : Those who obtain 60 per cent and above but less than 70 per cent

Second class : Those who obtain 50 per cent and above but less than 60 per cent

Third class\* : Those who obtain 40 per cent and above but less than 50 per cent

23. Candidates declared to have passed P.G Diploma Examinations obtaining third or second class may reappear again for the same examination to improve their class by appearing for all the paper (s) with the existing regulations. such reappearance shall be limited only to two chances within two years after passing the first examination from the date of first appearance.

Such candidates are not required to cancel their earlier result unless they want to retain their later result.

**24. Issue of Hall Tickets, Marks Statements and Provisional Certificates etc.**

- (i) Candidates have to collect their hall tickets from the Chief Superintendent of the respective Examination Centers. Issuing of hall tickets will begin three days before the commencement of examinations.

(ii) The School of Distance Education will arrange to dispatch marks statements and provisional certificate etc., to the candidates of the School of Distance Education who have fulfilled all the requirements as per the existing rules and regulations.

(iii) If the candidate finds any delay in receiving the above he / she may write a letter to the Director regarding the non-receipt of the same.

The letter to the Director should contain all the particulars of examinations such as month, year of appearance, center, Register number etc., With Xerox copies of all marks memos.

iv) The particulars of fee prescribed for the issue of Study Certificate/ Migration Certificate / Date of Birth Extract are as follows:

\* In case of Diploma and Certificate courses the Candidates who secure 35% and above and less than 50% are Classified under Third Class.

* Migration Certificate	₹ 400/- Plus	₹ 100/-
	for every belated year	
* Study Certificate	₹ 200/- Plus	₹ 30/-
	for every belated year	

However candidates who wish to obtain duplicate or triplicate copies of the marks Statement / Provisional Certificate have to pay the following fees :

	<b>Fee for Duplicate</b>	<b>Fee for Triplicate</b>	
* Marks Statement	₹ 400/- + ₹ 100/- for every belated year	₹ 800/- + ₹ 200/- for every belated year	
* Migration Certificate	₹ 1000/- + ₹ 100/- for every belated year	₹ 1500/- + ₹ 200/- for every belated year	
	<b>for Original Copy</b>	<b>for Duplicate Copy</b>	
* Consolidated Marks	₹ 600/- + ₹ 100/- for every belated year	₹ 800/- + ₹ 100/ for every belated year	<b>for Triplicate Copy</b> ₹ 1500/- + ₹ 200/- for every belated year
* Study Certificate	₹ 400/-	₹ 800/-	
Provisional Certificate	₹ 400/-	₹ 800/-	



**Note :** Candidates who wish to obtain Migration Certificate or Date of Birth have to pay the necessary fee as mentioned above in favour of the Registrar and send the same along with a requisition letter to the Director, School of Distance Education, Andhra University, Visakhapatnam.

**25. Issue of Degree Certificate:**

The office of the School of Distance Education will arrange to issue the Degree Certificates to all the candidates of School of Distance Education on payment of prescribed fee as under:

i) For Issue of Degree in Advance: ₹ 1200/-

ii) Duplicate Original Degree : ₹ 1600/- +

100 per each belated year

(along with Police complaint and Notary Certificate Mandatory)

**Note:** The candidate should use the prescribed application form which can be obtained from the office of the School of Distance Education for the issue of Degree in Advance. The payments towards prescribed fee for Degree Certificate is to be remitted in favour of the **Registrar, Andhra University, Visakhapatnam** through Demand Draft and send the same to the Director, School of Distance Education, Andhra University, Visakhapatnam.

**Filling of Examination Application Form:**

26. The candidate has to send the duly filled in Application form with the Demand Draft to The Director, School of Distance Education, Andhra University, Visakhapatnam – 530 003 on or before the last date as specified in the examination notification. The candidate has to carefully go through the instructions given in the Application form before filling. The candidate should note that the application form contains the Hall Ticket also. The signature of the candidate is necessary both in the hall Ticket and the Examination Application Form. Incomplete Application are liable to be rejected. In case the Application is returned to the candidate, the candidate has to resubmit the same directly to the Director, School of Distance Education, Andhra University, Visakhapatnam after complying with the objection that is raised.

***Particulars of Previous Pass / Appearance:***

27. In case the candidate has already passed / appeared in any part subjects(s) previously, he / she has to invariably note the previous pass / appearance particulars such as the year of passing, the Register Number, the examination center are noted in relevant columns of the examination application form. However, this will not apply to the candidates who are appearing for the first time. The examination application form will be rejected if the previous pass / appearance particulars are not clearly noted.

***Transfer Certificate:***

28. Submission of T.C. has been relaxed with effect from the Academic Year 1997-98, for admission into Courses. However a fresh TC shall be issued by the School after completion of the course of study in this School or if the candidate discontinues in the middle of study period after payment of Tuition fee in full. Candidates desirous of obtaining T.C. should submit Date of Birth evidence.

***Address Slips:***

29. The candidates are required to enclose Three address slips along with the application for admission. If there is any change in the address, again Three slips have to be sent to the School along with a covering letter.
30. Any change of address of a candidate should be intimated at least 15 days in advance by Registered Post to ensure prompt receipt of all correspondence from the School. Frequent changes of address cannot be entertained unless the period of stay at any place as per the change of address is for a period of Three months. If the period is less than that, they have to make their own arrangements for redirecting their correspondence to the correct address.

***Enquiries:***

31. The students can make enquiries regarding courses, examination particulars etc., at the Enquiry Counter and be Counseling center of the School of Distance Education and also at the nearest study center of the school or through telephone.

32. Enquiries will be attended to in the office from 10-00 a.m. to 5-00 p.m. on all working days.
33. The Second Saturday in every month is a holiday to the School. The school observes the State Government holidays.
34. The Students are advised to clear all their doubts of administrative and academic nature during the time of Personal Contact-Programme Classes.

## CHAPTER – XIV

### INSTRUCTIONS FOR FILLING THE APPLICATION FORM FOR ADMISSION INTO THE SCHOOL OF DISTANCE EDUCATION

1. The application duly filled in together with all the required enclosures should reach the Director, School of Distance Education, Andhra University, Visakhapatnam – 530 003 by registered post on or before the date notified in the Press.
2. The candidate is required to mention clearly the course of study and year for which he / she is seeking admission into the School of Distance Education.
3. The name of the student as well his / her father / husband should correspond with those that are recorded in his / her matriculation certificate / S.S.L.C. / S.S.C. / H.S. / & M.P.S.L.C. Register.
4. The date of birth of the student should correspond with that as recorded in his / her Matriculation or that of an equivalent examination.
5. The required original certificates are to be enclosed with the application form. The original certificate will be returned to the candidate after the admission is given. One attested copy of each certificate must be enclosed for the record of the school.
6. Application sent without tuition fees will be rejected.
7. Incomplete application will not be processed by the School and they will be rejected.
8. The following certificates in original are to be enclosed along with the application form:
  - (a) Degree/Provisional Certificate of the qualifying examination passed: (One attested copy is also to be enclosed along with original certificate)
  - (b) Two copies of recent photographs (passport size of the candidate duly attested by a Gazetted Officer at the lower portion of each photo. Once to be affixed to the application and the other to be enclosed).
  - (c) Receipt of Payment of Fee: (Crossed Demand Draft only)
  - (d) Date of Birth Extract. (SSC Certificate Original and Photostat copy)
  - (e) Identity Card is to be enclosed duly signed and photo affixed.
  - (f) Three address slips duly filled – in are to be enclosed.

## CONTACT US

Name & Address The Director, School of Distance Education, Andhra University, Visakhapatnam - 530 003 Andhra Pradesh, INDIA.	Phones : 0891 - 2844142 0891 - 2550223 0891 - 2575745 Fax : 0891 - 2575752
Learner Counselling Center	0891-2844146 9963474711, 9963474712, 9963474714
Information regarding Fees dues, TC/PC/MC/OD/Study Certificates/ Marks Lists or Duplicates	<b>Learner Interface :</b> 0891 - 2844143 98481 99155 / 77022 57821
General Information	<b>Enquiry:</b> 0891 - 2754966, 98481 99155
Assistant Registrar	7702257815
Deputy Registrar	9963474722
Joint Registrar	7702257817

**Website : [www.andhrauniversity.edu.in](http://www.andhrauniversity.edu.in)**

### Legal Disputes

*With regard to disputes arising in the matters of the School, all legal proceedings will be in the Jurisdiction of Visakhapatnam city only*

### AU SDE STUDY CENTRES - MOBILE NUMBERS

S.No.		Mobile No.
1.	Govt. College for Men (Srikakulam)	77022 57823
2.	M.R. (A)College (Vizianagaram)	99634 74724
3.	P. R. Govt. College (Kakinada)	77022 57825
4.	Govt. Arts College (Rajahmundry)	99634 74726
5.	Sir CRR College (Eluru)	99634 74727
6.	SyedAppalawamy Degree College (Vijayawada)	99634 74728
7.	AC College (Guntur)	77022 57829

#### SPOT ADMISSIONS

In order to help the students in getting admitted easily the School has started the Spot Admissions at select study centres. Students are advised avail this facility. they can come to the notified study centre with filled in applications forms with ass the enclosures and requisite fee (Demand Draft). Admission will be given on the spot and all original certificates will be returned to the candidates immediately. Please see admission notification

#### Special Note:

As per the guidelines issued by the Government of AP in e-PASS Website, which was conveyed by the Deputy Director (Social Welfare), Visakhapatnam (Rc. No.B3/613/2006, dt. 14.12.2010), the students pursuing Open University studies and distant learning are not eligible for Scholarships

The candidate is advised to retain this copy of the prospectus till the course is completed for the purpose of clarification of rules and regulations concerning the course

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