

SCHOOL OF DISTANCE EDUCATION  
ANDHRA UNIVERSITY  
VISAKHAPATNAM.

## **M.Ed. COURSE**

(Recognized by NCTE and DEC - New Delhi)  
Academic Year 2013 - 2014



**PROSPECTUS**

**PH : 0891- 2548522**

**Cell No. : 7702257814**

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

**Price : *By Hand* : Rs. 400/-**

***By Post* : Rs. 450/-**

Downloaded application should be sent along with a DD for  
Rs. 400/- together with admission fee

*Copies :*

*2013*

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# **PREFACE**

Greetings from the School of Distance Education to learner friends.

This prospectus covers all important points pertaining to admission into M.Ed Course.

You are advised to go through these prospectus carefully and return the Application form of Admission duly filled-in within the prescribed date.

The demand for M.Ed Course in higher education has grown enormously in the recent period. To meet this demand, the School of Distance Education decided to restart the course, so as to enhance diverse teaching skills required in the educational sector. The result is the introduction of M.Ed course with increased emphasis on specialized teachings. We are sure that after going through M.Ed in specific teaching area you will be able to realize your dream job in the educational field.

The School will extend the possible co-operation and guidance to the students in all academic matters.

**Visakhapatnam**

**Prof. N.L.Narasimha Rao**  
Director

## CONTENTS

<b>Chapter. No.</b>	<b>Title of the Chapters</b>	<b>Page No.</b>
I.	School of Distance Education A Brief Profile	05
II.	About M.Ed. Course	
III.	Admission Procedure of the M.Ed. Course	
IV.	Structure of M.Ed Course	
V.	General Instructions	

## 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. Liberalized admission into B.A., / B.Com., courses under open system was introduced in 1976.

M.A. (Economics) and M.Com. courses were started in the year 1978-79 with the assistance of the University Grants Commission. Later B.Ed. and M.Ed. courses were added during 1980-81 and 1982-83 respectively.

M.A. (English), M.A. (Public Administration), Post-Graduate Diploma in Co-operation and Rural Studies and B.Sc. courses were introduced from the academic year 1983-84.

The School has also started non-conventional one year P.G.Diploma Courses in Translation, Environmental Studies and Functionnal English, from the year 1989. Besides these courses, the School introduced the following M.A. courses, from the academic year 1989-90

1. M.A. (Hindi) 2. M.A. (Telugu) 3. M.A. (History)
4. M.A. (Politics) 5. M.A. (Sociology)

The School introduced the following courses w.e.f., the Academic Year 1997-98.

1. P.G.Diploma in Personnel Management & Industrial Relations (H.R.M)
2. P.G.Diploma in Voluntary Welfare Organisations /Management of Voluntary Organisations (MVO)
3. P.G.Diploma in Travel & Tourism Management.
4. M.A. Philosophy.

M.A./M.Sc. in Mathematics and P.G. Diploma in Computer Programming and Applications (PGDCPA) were offered from the year 2000-2001 and **Three** certificate courses in computers were offered from 2002-03. M.A.(Education) and M.L.I.Sc. are offered from 2003-04 onwards.

During the Academic Year 2005 L.L.M, M.Sc in Botany, Zoology, Physics and Organic Chemistry, B.E/ B.Tech in Civil, Electrical, Electronics, Mechanical and Chemical Engineering branches were introduced. Further during the Academic Year 2006, MCA, MBA (Executive) and MHRM Courses were introduced. During the Academic Year 2006-2007 B.Com (CSM) course was introduced in collaboration with HSBC, Visakhapatnam under "Earn while you Learn scheme." Modifying MBA syllabus with emphasis on functional areas, MBA (Marketing), MBA (Finance) and MBA (HRM) are introduced under Two-Year and Three-year streams from the academic year 2007-08.

During the Academic Year 2012-13 MBA (Hospital Administration), MJMC, Diploma in Management, courses were introduced. And the school also entered into a MOU with Dr.Reddy's Lab to start B.Sc (MPC) programme exclusively for their staff w.e.f. the Academic Year 2012-13. The School of Distance Education introduced the M.Ed Course w.e.f. the Academic Year 2013-14 with NCTE recognition.

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 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.

Print material is the main stay of instruction supplemented by Annual Personal Contact programme classes at various study centres to facilitate face to face 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.

## Gyan Vani:

Gyan Vani an educational channel run on co-operative principles funded by IGNOU, New Delhi is operated from April, 2002 onwards. Students can avail this facility on F.M. Channel (104.6MHz) from 6.00 a.m. to 10.a.m. and 6.00 p.m. to 10.00 p.m. everyday. It is available around 100 kms, radius of Visakhapatnam city.

Phone – in - Programme to clarify the doubts of students is organized on II and IV Friday's of every month from 7 pm to 7.30 pm.

### STAFF PATTERN OF THE SCHOOL - TEACHING STAFF

	Phone No.	
<b>DIRECTOR :</b>	<b>STD Code 0891</b>	
Prof. <b>N.L. Narasimha Rao</b> , M.Com., Ph.D.	(2844277)	Commerce
<b>PROFESSORS :</b>		
01. Prof. P. Hrushikesava Rao, M.Com., Ph.D.	(2844167)	Commerce
02. Prof. P. Krishna Prasad M.A., Ph.D.	(2844169)	Political Science & Public Administration
03. Prof. L.D. Sudhakara Babu, M.A., Ph.D.	(2844170)	Economics
04. Prof. V. Simmanna, M.A., Ph.D.,	(2844978)	Telugu
05. Prof. B. Sudhakara Reddy, M.A., Ph.D.	(2844982)	History
06. Prof. K. Parameswara Rao, M.A., Ph.D., D.A.S., P.G.D.T.	(2844984)	Economics
07. Prof. B. Mohini, M.A., Ph.D.	(2844988)	Hindi
08. Prof. J. Ramu Naidu, M.A., M.Ed., Ph.D., P.G.D.E.S.	(2844992)	Economics
09. Prof. T. Nirmala Jyothi, M.A., M.A., P.G. D.S.S., Ph.D. (Edn)	(2844994)	Education
10. Prof. G.S.V. Prasada Raju, M.Tech., Ph.D.	(2844995)	Computer Science
11. Prof. B.Raja Kumar, M.Com., M.Ed., Ph.D.	(2844989)	Commerce
12. Prof .D.Prakasa Rao (Emeritus Professor) MA(PAd)MA(Edn) Ph.D		Education

**ASSOCIATE PROFESSORS :**

13. Dr. P. Hariprakash, (2844993) Economics  
M.A., Ph.D.

**ASSISTANT PROFESSORS :**

14. Sri M.V. Rajakumar, (2844990) English  
M.A., (Selection Grade)
15. Mrs. P. Vijaya Ratnam, (2844161)  
M.A., M.A., (Edn.) Education

**TEACHER ASSOCIATES :**

16. Dr. L.A. Ravi Babu (Rtd) MA(Phil)M.Ed.,Ph.D Education  
17. G. Narayana Rao (Rtd) MA (Maths) M.Ed,Ph.D Education  
18. Prof. YFWPrasada Rao (Rtd) Education  
MA(Psy)M.Ed,Ph.D
19. Sri G.Sri Ram, M.C.A Computer Science  
20. Dr. S.R.Subhani, M.A., M.Phil.,Ph.D. Politic&Pub. Adm  
21. Prof. N.Subba Rao. (Rtd) M.Com.Ph.D Commerce  
22. Prof.K.Vijay Kumar. (Rtd) MA.Ph,D Sociology  
23. Prof.M.BilmoriaRani. (Rtd)MA.Ph.D Sociology  
24. Dr.U.V.N.Das Consultant Hospital Administration  
25. Dr.K.Salomi MA.Ph.D Social work

**NON - TEACHING STAFF**

01. Smt Y. Anjana Devi, M.A. Joint Registrar  
02. Sri M. Hema Nayak Deputy Registrar  
03. Sri B.Nageswara Rao M.A, BL, PGDPR Asst.Registrar

**SUPERINTENDENTS :**

01. Smt U.Sujatha Kumari Examinations-III  
02. Sri M. Suri Babu M.A.,(PD) M.A. (Pub.Admn) Examinations-II  
03. Sri P. Appa Rao Examinations-I  
04. Sri H. Ranga Rao M.A., B.L.I.SC Confidential Section  
05. Sri. V. Narasimha Rao Accounts Section  
06. Sri VGS Appa Rao Course Section

**LIBRARY :**

01. Sri B. Demudu M.A. B.L.I.SC Library Asst.

**Contact Phone Numbers**

01. Learner Interface 9848199155 / 7702257821  
02. Enquiry 0891 - 2844143 / 2754966  
03. Website : [www.andhrauniversity.edu.in/sde](http://www.andhrauniversity.edu.in/sde) (for updates)



## CHAPTER- II

# ABOUT M.ED. COURSE

The School of Distance Education is following the M.Ed. Syllabus designed and developed by PG Board of Studies in Education, Andhra University, Visakhapatnam. It is an innovative programme, utilizing self-learning materials (SLMs) and contact programme components. To impart instruction effectively the programme follows the multimedia approach, viz., print materials, audio-video components, assignments, personal guidance for research, workshops, individual and group activities, etc.

The M.Ed. Programme is a two-year programme to benefit teachers who have already completed B.Ed., and are presently working in a recognized school. The purpose of M Ed programme is to prepare quality teacher educators and educational administrators with a global as well as a national vision for education in the modern concept of the 21<sup>st</sup> century. Further, it seeks to prepare educational experts capable of scientific method of enquiry and to develop a mutli-dimensional personality which can find solutions to problems relating to the educational sector.

The main aim of the M.Ed. Programme through Distance Mode is to facilitate the in- service B. Ed teachers, Educational Policy markers and Educational Administrators to enhance their educational qualifications and professional development.

M.Ed, course is a professional programme and, therefore, it focuses on comprehensive and integrated professional development of teachers and other personnel engaged in educational management

and administration.

The programme is also aimed at developing competencies and skills so that one can share the responsibility of preparing teachers for diverse situations by using a variety of instruments including ICTs. This course is intended to develop in professional areas of concern, knowledge, skills and attitudes relating to how to teach and how to facilitate learning. The other focus areas include the role of teachers in changing global socio-economic order organization of teacher education in the country, understanding teaching in a comparative perspective and preparing teachers to meet the challenges of the 21st century.

**Objectives of the Programme:**

1. The main objective of the programme is to develop competencies and skills among the teacher educators so that they share the responsibility with confidence and also to prepare teachers for diverse situations by using the modern methodology with a focus on ICT.
2. The programme aims at preparing teacher educators and other in service personnel who have specialized in different areas of education with necessary knowledge, understanding, skills, attitude and values, which can make them truly professional.

## CHAPTER- III

# ADMISSION PROCEDURE OF THE M.ED. COURSE

### Eligibility Criteria:

1. The candidate for admission into M.Ed course should have passed B.Ed. with a minimum of 55% marks from Andhra University or any other University recognized by A.U. as equivalent thereto. There shall be relaxation of 5% (i.e 50%minimum marks)for SC/ST candidates as per the rules of State Government of Andhra Pradesh.
2. The candidate must be in-Service with B.Ed degree and working in recognized Schools, OR working in educational sectors. (i) as SGT / School Assistant/ PRT/TGT/PGT, OR (ii) as Lecturers working in Colleges/ DIETs /SCERTs, OR (iii)Administrators as PEO /MEO/ Dy.DEO /DEO / Principals.
3. The candidate must have a bonafide experience of at least two years after acquiring B.Ed degree as on **30-6-2013**.

### Jurisdiction:

Admission is restricted to in-service teacher candidates and academic Administrators/lecturers, who are working in Andhra Pradesh State with a bonafide minimum teaching/Administrative experience of two years in the government / government recognized Primary / Secondary / Higher Secondary Schools / Colleges / Educational organizations as on the date specified in admission notification.

### Admission Procedure:

- a) Admissions shall be made on the basis of Entrance Examination conducted by School of Distance Education, Andhra University, Visakhapatnam, as well as service put up by the candidate. **75% weightage shall be given for the Entrance Test and 25% weightage for service seniority by assigning one(1)mark for every completed year of service. Two years of service after B.Ed is mandatory.** Every additional year of service after the mandatory two years will be counted for the purpose of seniority.
- b) Admission shall be made by selection duly following the rule of

reservation in case of Schedule Caste / Schedule Tribe / backward Class candidates and women candidates.

- c) Centralized admissions shall be made by the School of Distance Education, Andhra University, Visakhapatnam. Candidates have to attend admission counseling at their own expenses. Mere receipt of call letter for admission does not automatically entitle the candidate for admission.
- d) Fees once paid will not be refunded.
- e) The decision of the University is final in all matters relating to admissions. No correspondence from the candidates will be entertained in this regard.

### **Entrance Test :**

The purpose of the Entrance Test is to test the comprehension of the subject matter of the students.

### **Syllabus for Entrance Test:**

- a) Common papers of B.Ed. Syllabus of Andhra University. The test is based on the objective type questions. The test consists of 150 questions with 50 questions each from part A, B& C.  
Part-A: Teacher and Education in Emerging Indian Society; & School Management  
Part-B: Educational Psychology and Statistics  
Part-C: Educational Technology and Computer Education
- b) For model paper visit our website  
[www.andhrauniversity.edu.in/sde](http://www.andhrauniversity.edu.in/sde).

**Duration of the Test:** 2 hrs

### **Instruction for filling the Application form:**

- a) Each application should be accompanied with attested copies of the following Certificates:
  - (i) Date of birth extract from SSC/ICSE/CBSE/Matriculation certificate
  - (ii) Marks Memos, Provisional /O.D certificates of U.G and B.Ed Degree.
  - (iii) Service certificate countersigned by MEO.

**Note:** The qualifying mark in the entrance test is 30 for all candidates and 26 marks in case of SC/ST candidates.

- b) The following certificates is to be produced at the time of interview, without which the admission will not be undertaken. The original certificates will be returned back after verification.
- (i) SDE- Entrance Test Hall Ticket & Rank card.
  - (ii) Date of birth extract from SSC/ICSE/CBSE/Matriculation certificate.
  - (iii) Marks Memos, Provisional /O.D certificates of U.G and B.Ed Degree.
  - (iv) Service certificate and No objection certificate countersigned by MEO.
  - (v) Migration Certificate.
  - (vi) Four recent passport size photos.
  - (vii) Supporting evidence certificates for claims of reservation under SC, ST, LBC,PH, NCC, Sports, CAP category and Minorities.

**Note:** The service certificate has to be signed by the concerned **employer** in case of applicants belonging to DIET'S / SCERT's / CBSE / KVS / ICSE / Similar educational institutions, whereas in the case of Teachers working in State Govt./ Local Bodies/ Aided/Private recognized Schools the service certificate has to be signed by the Head of the Institution and counter signed by the MEO.

- c) If the university finds the antecedents of the candidates are incorrect either during the entrance test or subsequent to the appearance of SDETEST-13, his/her rank can be cancelled and the candidate can be denied admission into M.Ed course under SDETEST-2013 or admission can be cancelled even after admission is given. If any discrepancies are found in the documents submitted, the candidates are liable for prosecution.
- d) Candidates have to collect the Hall tickets one day before the examination. Hall tickets will not be sent to the residential address of the candidates. However Hall tickets can also be downloaded from our website.
- e) All the admissions are purely provisional and the university reserves the right to cancel the admission at any stage.

## CHAPTER- IV

# STRUCTURE OF THE M.ED COURSE

### **Duration of the course:**

The duration of the course shall be covering two academic sessions. Two spells of personal contact programme classes in two summers.

1. Minimum period to complete the course: 2 years  
(Two summers)
2. Maximum period to complete the course : 4 years

**Number of Seats:** 250 (Two Hundred and Fifty Only )

**Medium of instruction :** ENGLISH only

### **Tuition Fee:**

The total fee for the entire course is Rs. 40,000/- including examination fees for one time appearance only, which is payable in two installments. The first installment tuition fee of Rs. 25,000/- has to be paid at the time of admission. The payment of remaining fee of Rs.15,000/- is payable at the commencement of II Academic Session to be notified by the school.

### **Personal Contact Programmes:**

In the first year, there shall be 150 instructional hours. Each theory paper shall have 30 hours of instruction. Classes shall be arranged for 6 hours for each day for 25 days.

In the second year, there shall be Personal Contact Programmes consisting of 150 instructional hours for both theory papers and dissertation preparation. In total 300 instructional hours are provided for the entire course. Two Personal Contact Programmes each of about 25 days duration will be held during the course of study.

**Attendance at the Contact Programmes is Compulsory.**

If the candidate does not attend the PCP classes in a particular year due to any reason, he will be permitted to appear for

the examination in the next academic year after satisfying all the other formalities, including attendance of the programme.

- a) The University reserves the right to either to increase or to decrease the number of seats at any program centre.
- b) The University reserves the right to add, delete or merge centres, if needed, and also to shift students from one centre to another without notice.
- c) First spell personal contact programme of 25 days duration will be organized in allocated study centers, where as the II<sup>nd</sup> Spell PCP will be organized only at SDE, AU for 25 days duration. Attendance at the personal contact programme is compulsory. Candidates who fail to attend the programme will not be allowed for the examinations.
- d) Candidates have to make their own arrangements for their stay during the period of the programme.
- e) The candidates will be informed about the centre and dates of Personal Contact Programme Classes after admission.

### **Syllabus of the course:**

#### **1<sup>st</sup> Academic Session**

<b>Course</b>	<b>Title of the Paper</b>	<b>Marks</b>
Paper – 01	Philosophical and Sociological foundations of Education	100
Paper – 02	Advanced Educational Psychology	100
Paper – 03	Methodology of Educational Research	100
Paper – 04	Teacher Education	100

#### **2<sup>nd</sup> Academic Session**

Paper – 05	Educational Measurement and Evaluation	100
Paper – 06	Educational Administration Management and Planning	100
Paper – 07	Dissertation including Viva Voce	200

## **Scheme of Examination:**

### **1<sup>st</sup> Academic Session**

Course	Title of the Paper	Theory	Assignment	Marks
Paper – 01	Philosophical and Sociological foundations of education	80	20	100
Paper – 02	Advanced Educational Psychology	80	20	100
Paper – 03	Methodology of Educational Research	80	20	100
Paper – 04	Teacher Education	80	20	100

### **2<sup>nd</sup> Academic Session**

Paper – 05	Educational Measurement and Evaluation	80	20	100
Paper – 06	Educational Administration Management and Planning	80	20	100
Paper – 07	Dissertation	ProjectReport	Viva-Voce	
		150	50	200
Grand Total Marks				800

### **Dissertation :**

Each candidate shall be required to submit a Dissertation in a subject approved by the University. The Dissertation shall be prepared under the direction of a post graduate teacher approved by the University.

The subject proposed for the Dissertation shall be submitted to the School for approval at the time of the first contact programme. The school shall allot the Research Guide from the study centres only.



The Dissertation must comply with the following conditions:

- i) It must be satisfactory in respect of literary presentation as well as in other respects and should be in a form suitable for publication.
- ii) The candidates shall indicate generally in the preface of the Dissertation and in notes, the sources from which the information is taken, the extent to which the work of others was used and the portions of the Dissertation which can be claimed as his/her original work.
- iii) Every Dissertation shall contain a certificate signed by the teacher who guides the candidate in the preparation of the thesis stating that the Dissertation is genuine work of the candidate and that it is worthy of examination.

### **Year-end Examination:**

The candidate shall be required to take an examination at the end of the each academic year as detailed in the scheme of examination. Each paper of the examination shall unless otherwise prescribed, be of three hours duration and carry 80 marks.

### **Study Centres:**

The following Study Centres are identified for M.Ed. Programme:

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<b>Sl. No.</b>	<b>Name of the Study Centres</b>
1	School of Distance Education, Andhra University, Visakhapatnam as Nodal Centre
2	Department of Education / IASE, Andhra University, Visakhapatnam
3	MR College of Education, Vizianagaram
4	Institute of Advanced Studies in Education, Rajahmundry
5	DNR College of Education, Bhimavaram
6.	A L College of Education, Guntur
7	Dr. B.R. Ambedkar University, Etcherla, Srikakulam

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**Scheme of valuation:**

- a) Scheme of valuation shall be as recommended by the Board of Studies duly approved by the academic senate. There shall be an internal assessment in the form of assignment for each subject / paper for 20 marks and year end examination for 80 marks. There shall be no revaluation provision for internal assessment.
- b) Examinations for the four papers shall be held after the completion of first Academic Session i.e., in July/August of the year. Examinations for the remaining papers shall be held at the end of the second Academic Session. Dissertation has to be submitted before the commencement of the Viva-Voce Examination
- c) The medium of instruction and examinations for all the professional courses including M.Ed course is ENGLISH only. Answer scripts in Telugu medium will not be evaluated.

**Marks qualifying for a pass and class:**

A candidate shall be declared to have passed M.Ed. examination if he/she obtaining not less than 50% of total marks aggregate in each year and not less than 40% in each paper (Paper minimum) consisting of Assignment 8 Marks and Year-end examination 32 marks.

Notwithstanding anything contained in the above regulations, in the case of Dissertation, a candidate shall be required to obtain not less than 75 marks out of 150 marks, and in the case of Viva-Voce examination not less than 25 marks out of 50 marks to be declared to have passed in the examinations.

The names of the successful candidates at the examination shall be arranged in the order in which they are registered for the examination as follows on the basis of total marks obtained by each candidate in all the TWO years examinations put together.

Successful candidates shall be placed in three classes on the basis of the aggregate marks secured by them in 7 subject papers (including dissertation and Viva-Voce examinations) irrespective of the

number of appearances taken by the candidate to complete the M.Ed Degree examination through SDE.AU.

First Class with Distinction	: 70% and above
First Class	: 60% and above and less than 70%
Second Class	: 50% and above and less than 60%
Third Class	: 40%

### **Provision for Improvement:**

Provision for Improvement is allowed within a period of **Three years** from the year of passing the respective examination. Hence the candidates are eligible to take whole examination either I year or II year in M.Ed course.

Further, **paper-wise improvement is** also allowed by restricting to only one chance immediately after passing the respective examination. An amount of Rs. 1,000/- is to be paid towards improvement fee per year besides the usual examination fee.

### **Supplementary Examinations**

Provision for Supplementary examinations is also provided for the course by collecting Rs.500/- towards supplementary examination fee besides the usual examination fee. Supplementary examination will be held during December / January every year.

### **Methods of Instruction:**

The methods of instruction shall be based mainly on printed text book / course material prepared by subject experts in the field. The material shall be supplemented by personal Counseling and Contact Programme Classes with audio-visual aids. In addition to the material supplied by the University, standard textbooks and reference books available in the SDE Library, Dr. V.S. Krishna Library in the University Campus and also at select study centers can be made use of.

### **Study Centres:**

Select study centers of School of Distance Education and the Colleges of Education in other places, depending upon the enrollment of candidates and as decided by the Vice-Chancellor shall be made use of for arranging counseling and contact programmes and for

providing library facilities. Apart from A.U. SDE Campus, Visakhapatnam, the Counseling and Contact Programmes will be organized in selected study centres.

### **Examination Centre:**

School of Distance Education, Andhra University is only the Examination Centre.

### **Counseling and Contact Programmes:**

Intensive counseling and contact Programmes will be organized at study centers for 25 days. The counseling and contact programmes will be organized by utilizing the services of teachers within and outside the campus and also of experts from other Universities or Colleges.

### **Examination Application:**

All the candidates are required to submit their Examination Application forms in the prescribed proforma within the due date as notified in the academic calendar. Even if the student is not appearing for theory examinations but submits assignments only is also required to submit the examination application.

### **Guidelines for Answering Assignments:**

1. Assignments constitute the continuous evaluation which carry a weightage of 20% in each subject.. The candidates should answer compulsorily the assignments and it will be counted for the purpose of final result. A candidate shall be declared to have passed in the assignments, if he/she secures not less than 8 marks in each course.
2. The main purpose of assignment is to test the student's comprehension of the course material sent to him and also in helping him in getting through the courses. The information given in the printed course material should be sufficient for answering the assignments. The answers should be complete in all respects. Incomplete answers bring poor marks. The assignments are to be submitted to the Course Co-coordinator, M.Ed Programme, SDE, A.U. before the due date.
3. At the time of answering Assignments he/she has to study thoroughly the units on which assignments are based. The answer should cover all the main points of the question.

4. The responses should be in candidate's own handwriting. Print or typed answers will not be accepted. If pass marks are not obtained in any assignment, it should be resubmitted.
5. Backlog candidates shall have to answer the current year assignment question papers and submit the same. Assignments submitted on the basis of previous years question papers will not be considered.
6. Each assignment is to be answered and submitted separately in a booklet form using A4 size papers providing clear cut margins and sufficient space in between each answer
7. The top of the first page of each assignment should consist of the following information:

1. Code No. : \_\_\_\_\_
2. Academic Year : \_\_\_\_\_
3. Study Centre : \_\_\_\_\_
4. Title of the paper : \_\_\_\_\_
5. Signature : \_\_\_\_\_
6. Date : \_\_\_\_\_

Name and Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CHAPTER- IV

### GENERAL INSTRUCTIONS

1. Any qualified candidate within Andhra Pradesh can apply for admission into M.Ed. course. Admission is restricted to the candidates residing in Andhra Pradesh only.
2. Transfer Certificate and Migration Certificate need not be submitted at the time of admission.
3. Candidates who passed the higher examination should not apply for lower examination.
4. Candidates after graduating from the School of Distance Education are eligible for higher studies as in the case of regular students.
5. 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.
6. 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 admission application form will be returned to the students by the Registered Post as soon as the admission formalities are over. However such of the original certificates which are required for the record of the school will be retained and they will not be returned.
7. The first of July is treated as the day of commencement of the academic year. 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.

### **8. Postal Address:**

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.

### **9. Mailing of Communications :**

All communications and reading material will be mailed to the students by Express Parcel post to the address of the students as per the 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 different communications, reading materials from the school properly without delay. It is not possible for the school to own 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.

### **10. Identity Card:**

The identity card issued to the candidates will be sufficient for the purpose of identification for the entire period of study in the school. If the identity card is lost, a fresh identify card will be issued on payment of Rs.50/-.

### **11. Payment of Tuition Fees:**

The First year tuition fee has to be paid at the time of admission. II year tuition fee shall be payable on the date to be notified by the school.

**Penal Fee will be levied if the tuition fee is not paid on or before the due date as follows :**

Upto 2 months after due date : Rs. 50/-

After 2 months : Rs.200/-

**12. Remittances to the School :**

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, Chinna Waltair, Viskhapatnam-3 or any nationalized 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. **The name of the candidate and complete code number are also to be noted on the reverse side of the Demand Draft. Bank Challans, Money Orders and Postal Orders will not be accepted.**

**13. Refund of Fee :**

In respect of those candidates whose applications are rejected by the school for any reason 10 percent of the tuition fee besides admission and registration fee of Rs.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. Fee Concession:**

The employees of Andhra university and or their children/spouse are exempted up to 50 per cent from payment of tuition fees on the production of service certificate from the Registrar. The fee concession of 50 per cent is also available to the children/spouse of retired employees of the University.

**15. Information relating to examinations:**

Examination applications will be mailed to the candidates who are on rolls by the School. In the case of former students of the School of Distance Education, the examination applications will be supplied on request only.



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 candidates 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. Issues of Hall Tickets, Marks Statements and Provisional Certificates etc. :**

- (i) The candidates have to collect their Hall Tickets from the Chief Superintendent of the respective examination centres. Issuing of Hall Tickets will begin three days before the commencement of examinations. Hall Tickets will not be mailed to the candidates by post.
- (ii) The School of Distance Education will arrange to dispatch marks statements and provisional certificates 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 candidates finds any delay in receiving the above, he/she may write to the Director regarding the non-receipt of the same. The letter to the Director should contain all the particulars of examination such as month and year of appearance, centre, Register Number etc. with Xerox copies of all marks memos.
- (iv) The particulars of fee prescribed for the issue of Study Certificate/Migration Certificate are as follows :

Migration Certificate:

Rs.250/- Plus @ Rs.25/- for every belated year

Study Certificate:

Rs.100/- Plus @ Rs.25/- for every belated year

However candidates who wish to obtain duplicate copies or

triplicate copies of the Marks Statement/Provisional Certificate have to pay the following fees:

Fee Duplicate Copy Fee	Triplicate Copy
Marks Statement Rs.200/- *	Rs.400/- *
Provisional Certificate Rs.100/-	Rs.150/-(with in one year)
Migration Certificate Rs.400/-	Rs.600/- **
(Police complaint along with Notary certificate)	
Study Certificate Rs.100/-	Rs.150/-

**Note :** Candidates who wish to obtain Migration Certificate or Date of Birth Extract 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.

#### 19. Issue of Degree Certificate :

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

For issue of Degree in Advance : Rs.500/-

\* Rs.30/- For every belated year

\*\* Rs.25/- For every belated year

(i) Old Degrees as per the existing rates

(Revised after every convocation)

(ii) Duplicate Original Degree

Rs.1500/- plus Rs.50/- For each belated year

**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 payment towards prescribed fee for Degree Certificate are to be remitted in favour of **Registrar, A.U., Visakhapatnam**, through Demand Draft. The candidates have to enclose the Demand Draft to the prescribed application form for the issue of Degree and

send the same to the Director, School of Distance Education, Andhra University, Visakhapatnam.

## **20. Filling of Examination Application Form:**

The candidate has to send the duly filled in Application Form with the Demand Draft to the **Registrar, 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 and Examination Application Form. Incomplete Application are liable to be rejected. In case the Application is returned to the candidate due to any objection, the candidate has to re-submit the same directly to the Director, School of Distance Education, Andhra University, after complying with the objection that is raised.

In case the candidates has already passed/appeared in any part/subject(s) previously, he/she has to invariably note the previous pass/appearance particulars such as the year of passing, the Register number, the examination centre are noted in the relevant

## **21. Transfer Certificate:**

The candidates are not required to submit transfer certificate and Migration certificate for admission into any course. However, candidates desirous of obtaining T.C from the school have to submit proof of Date of Birth evidence.

- 22.** The Candidates are required to enclose 3 address slips along with the application for admission. If there is any change in the address, again 3 slips have to be sent to the School along with a covering letter.
- 23.** 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 3 months. If the period is less than that, they have to make their own

arrangements for redirecting their correspondence to the correct address.

**24. Enquiries:**

The student can make enquiries regarding courses, examination particulars etc. at the Learner Interface of the School of Distance Education or at the nearest Study Centre of the School or through telephone 98481-99155 or 2754966, and for specific enquiries relating to M.Ed Programmes, 0891-2844164 can be contacted.

- 25. Enquiries will be attended to in the Office from 10.00 a.m to 1.00 p.m on all working days.
- 26. The Second Saturday in every month is holiday to the School. The School observes the State Government holidays.
- 27. The students are also advised to clear all their doubts of administrative and academic nature during the time of Personal Contact Programme..

## CONTACT PHONE NUMBERS

Name & Address	Director, School of Distance Education, Andhra University Visakhapatnam - 530 003 Phones : 0891-2844142 0891-2550223 0891-2575745 Fax : 0891-2575752
UG and Certificates courses Admissions, Schedule of classes and also B.Com./B.Sc., Practicals	E-I Section : 0891-2844162, 7702257811
UG Courses Examinations	E-II Section : 0891-2844163, 9963474712
P.G. Courses, M.A.(Edn) & B.Ed., addl. Methodology, M.Ed. Admissions, schedule of Classes and Examinations	E-III Section : 0891- 2844164,7702257813
Schedule of classes and examination MBA/ Executive MBA courses Admissions schedule of classes and Examinations	E-IV Section : 0891 - 2344146 9963474714
Professional Courses/Diploma/PG Diploma courses Admissions,	MBA Section : 9963474714
Revaluation / Instant Examination Results	Confidential Section : 0891-2844158
Information regarding Fees dues, TC/PC/MC/OD/Study certificates Markslists/ or duplicates	Learner Interface : 0891-2844143 9848199155, 7702257821
General Information	Enquiry : 0891-2754966 or 9848199155, 7702257821
Course Material Section :	0891-2844145 7702257818 (UG) 9963474719 (PG)
Diplom / PG Diploma / Professional Courses - MBA/MCA/MHRM / LLM - admissions,schedule of classes &Exam.	E-IV Section : 0891 - 2344146 9963474714

## OTHER CONTACT NUMBERS

S.No.	Section	Cell No.
1.	Assistant Registrar	7702257815
2.	Deputy Registrar	9963474722
3.	Joint Registrar	7702257817
4.	Accounts Section	7702257820
5.	AU SDE Study Centre (Srikakulam)	7702257823
6.	AU SDE Study Centre (Vizianagaram)	9963474724
7.	AU SDE Study Centre (Kakinada)	7702257825
8.	AU SDE Study Centre (Rajahmundry)	9963474726
9.	AU SDE Study Centre (Eluru)	9963474727
10.	AU SDE Study Centre (Vijayawada)	9963474728
11.	AU SDE Study Centre (Guntur)	7702257829
12.	AU SDE Study Centre (Hyderabad)	7702257830



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