

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.

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 Functionctonal 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 3 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.LM, 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. PG Diploma in Public Interest and PG Diploma in Digital Governance are introduced during the calendar year 2010.

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.

Print material is the main stay of instruction supplemented by Weekend classes and Annual Personal Contact programme classes at various 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 Besides Visakhapatnam, the School is organizing Personal Contact Programme classes. Week-end classes at the following places depending upon student enrolment :

1. Srikakulam
2. Kakinada
3. Rajahmundry
4. Eluru
5. Bhimavaram
6. Narsapur
7. Guntur
8. Vizianagaram
9. Ongole

The schedule of the centres and subjects offered will be sent to 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
M.A. Edn., M.A.(Eng); M.A. (Phi). M.Phil., Ph.D.

05. Dr. K. Jayaram, M.Sc., M.Sc., M.Phil; M.Ed., 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

(for updates)

CHAPTER - II
M.A.
ENGLISH LANGUAGE AND LITERATURE

Eligibility for admission :

I Year : A Candidate seeking admission into the IYear **M.A.** in **English** Language and Literature shall be required to have passed.

B.A. or B.Sc. or B.Com or B.A.(O.L) or B.F.A. or B.A.L

[With Part I General English for a minimum of 200 Marks (I year General English & II year General English)]

Note : 1) Candidates who passed the qualifying examinations 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.

2) Any Professional Graduate / Post Graduate with English as medium of instruction is also eligible.

Duration of the Course :

The course of study for **M.A. English** Language and Literature shall extend over a period of two academic years.

Course of Study :

At the end of the first year, the candidate has to appear for the Previous Examination. At the end of the Second Year, the candidate has to appear for the Final Examination.

The following is the Scheme of Examination. Each paper carries 100 marks (including 20 marks for assignments) and is of 3 hours duration.

Annexure
SCHEME OF EXAMINATION

Subject Code	Subject Title	Theory Paper Max. Marks	Assign- ments	Total Marks	Duration
Previous					
Paper : I	History of the English Language	80	20	100	3 hours
Paper : II	Shakespeare	80	20	100	3 hours
Paper : III	Modern Literature - I (1550-1700)	80	20	100	3 hours
Paper : IV	Modern Literature - II (1700-1850)	80	20	100	3 hours
Paper : V	Modern Literature - III (1850-1950)	80	20	100	3 hours
Final					
The M.A. English Final Year course contains five papers in all.					
Paper : I	Literary Criticism	80	20	100	3 hours
Paper : II	American Literature	80	20	100	3 hours
Paper : III	Indian English Literature	80	20	100	3 hours
Paper : IV	Twentieth Century Literature Poetry and Drama	80	20	100	3 hours
Paper : V	Twentieth Century Literature Prose and Fiction	80	20	100	3 hours

M.A. ENGLISH SYLLABUS

DETAILED SYLLABUS

M.A. (Previous) ENGLISH, LANGUAGE & LITERATURE

PAPER-I: HISTORY OF ENGLISH LANGUAGE

Textbooks:

1. F.T. Wood: Current English Usage
2. A.C. Baugh : History of English Language

Paper II - SHAKESPEARE

Detailed study:

1. Henry IV Part I
2. Hamlet

Non-detailed study:

3. Sonnets
4. Twelfth Night
5. Tempest

Paper-III-MODERN LITERATURE - I (1550 - 1700)

Detailed study:

1. Marlowe: Dr. Faustus
2. Bacon: (Ten Essays): Of Truth; Of Death; Of Unity in Religion; Of Revenge; Of Adversities; Of Simulation and Dissimulation; Of Parents and Children; Of Marriage and Single Life; Of Envy; Of Love.
3. Donne: The Good Morrow; The canonization; A Valediction of my Name in the Window
4. Milton : Paradise Lost Book - I

Non-detailed Study :

5. Marlowe : Edward II
6. Kyd: The Spanish Tragedy
7. Webster: The White Devil
8. Dryden : Absalom and Achitophel
9. Congreve: The Way of the World
10. Ben Jonson : Everyman in his Humor
11. Sidney: Defence of Poetry
12. Milton: Paradise Lost book-IX

PAPER IV-MODERN LITERATURE II (1700-1850)

Detailed Study:

1. Keats : Ode to Nightingale; Ode on a Grecian Urn; Ode to Autumn; Ode to Melancholy; Ode to Psyche.
2. Wordsworth: The Prelude - Book-I
3. Johnson : Preface to Shakespeare
4. Sheridan : The Rivals

Non-detailed Study:

5. Pope : The Rape of the Lock
6. Coleridge : Rime of the Ancient Mariner
7. Shelly: Adonais
8. Lamb : Essays of Elia - First Series
9. Austen: Emma
10. Goldsmith: She Stoops to Conquer

PAPER V - MODERN LITERATURE III (1850-1950)

Detailed Study:

1. Tennyson: Ulysses
2. Browning : Andrea Del Sarto, Poetry ELBS; Dylan Thomas : The hunchback in the Park; Graves: Mermaid, Dragon, Fiend; Ted Hughes : Gog; Gum: On the Move
4. Eliot: The Waste Land
5. Shaw: St. Joan
6. Pater: Style (S. Ramaswami and V.S. Sethuraman, Ed. The English Critical Tradition, Vol. II. Macmillan.)

Non-detailed Study:

7. Yeats: Byzantium, Sailing to Byzantium
8. Hardy : The Mayor of Casterbridge
9. Lawrence: Sons and Lovers
10. Woolf: To the Lighthouse
11. Eliot: Cocktail Part (Ed. Nevil Coghill)
12. Becket: Waiting for Godot
13. Tennyson: Tears, Idle Tears
14. Browning : My Last Duchess

M. A. ENGLISH (FINAL) SYLLABUS

Paper- I : Literary Criticism

Text Books:

1. Marjorie Boulton : Anatomy of Prose
2. Marjorie Boulton : Anatomy of Poetry
3. Ramaswamy and Sethuraman, ed. The English Critical Tradition, I & II Vols.
4. Sethuraman, ed. Contemporary Criticism, An Anthology

Paper - II : American Literature

Detailed Study:

1. Whitman : Out of the Cradle Endlessly Rocking; When Lilacs Last in the Dooryard Bloom'd
2. Frost : Home Burial; Birches
3. Emerson : The American Scholar
4. Miller : Death of a Salesman

Non-detailed Study :

5. Dickinson Poems (J303, J322, J347, J528, J712)
6. Thoreau : Walden
7. Hemingway : The Old Man and the Sea
8. Malamud : The Assistant
9. O'Neill : The Hairy Ape
10. Poe : The Raven
11. Melville : Moby Dick
12. Williams : The Glass Menagerie

Paper - III : Indian English Literature

Detailed Study:

1. Toru Dutt : Sita, Our Casuarina Tree; Aurobindo; Thought the Paraclete, Rose of God; Ezekiel : Enterprise; Ramanujan : The Steriders; Jayanta Mahapatra : Indian Summer; A K Ramanujan : A River, Obituary, Chicago Zen Entries for Catalogue of Fears, Love Poem to a Wife; Kamala Das : Jai Surya, The Wild Bouganvilae
2. Tagore : The King of the Dark Chamber

3. Tagore : Man
Gokak : English words

Non-detailed Study :

4. Sri Aurobindo : The Symbol Dawn (Canto I, Book I Savitri)
5. Tagore : Gitanjali
6. Kamad : Hayavadana
7. Raja Rao : On the Ganga Ghat
8. Narayan : A Tiger for Malgudi
9. Anand : Untouchable
10. Anita Desai : A Fire on the Mountain
11. Arun Joshi : The Last Labyrinth
12. Shashi Deshpande : The Long Silence
13. Paramhansa Yogananda : Autobiography of a Yogi
14. Ambedkar Speech on : "The Adoption of the Constitution of India" delivered in the Constituent Assembly on 25th Nov. 1949.
15. Jayanta Mahapatra : The Moon Moments, Total Solar Eclipse ; Ezekiel : Night of the Scorpion

Paper - IV: Twentieth Century Literature: Poetry and Drama

Detailed Study :

1. Auden : In Memory of W. B. Yeats
2. Dylan Thomas : Poem in October, The Force that through the Green Fuse Drives the Flower
3. Robert Graves : Recalling War, In Broken Images
4. Ted Hughes : Pibroch, November, Thrushes
5. Philip Larkin : The Whitson Wedding, Church Going
6. Synge : The Playboy of the Western World

Non-detailed Study :

7. Thomas Gunn : My Sad Captains
8. Spender : The Prisoner, In Railway Halls
9. Christopher Fry : A Phoenix Too Frequent
10. Beckett : Happy Days
11. Pinter : The Birthday Party

**Paper - V : Twentieth Century Literature :
Prose and Fiction**

Detailed Study:

1. T. S. Eliot : Sacred Wood; The Perfect Critic; The Possibilities of Poetic Drama; Hamlet and His Problems.
2. Virginia Woolf : A Room of One's Own

Non-detailed Study :

3. Lytton Strachey : Eminent Victorians
4. Joseph Conrad : Lord Jim
5. Joyce : A Portrait of the Artist as a Young Man
6. Maugham : The Moon and Six Pence
7. C. P. Snow : The Masters
8. Iris Murdoch : The Sand Castle
9. Golding : Lord of the Flies
10. Graham Greene : The Power and the Glory

CHAPTER - III

M.A. HINDI

Eligibility for admission :

I Year : Any bachelor's degree in Arts, Science or Commerce with Hindi as one of the subjects or any bachelors degree holder in Arts, Science or Commerce without Hindi as one of the subjects but having a diploma such as Sahitya Ratna, Bhasha Praveena or Vidwan or equivalent thereto.

Note : Candidates who passed the qualifying examinations 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 M.A. Hindi shall extend over a period of two academic years.

Course of Study :

At the end of the first year, the candidate has to appear for the Previous Examination. At the end of the Second Year, the candidate has to appear for the Final Examination.

The following is the Scheme of Examination. Each paper carries 100 marks (including 20 marks for assignments) and is of 3 hours duration.

Annexure
SCHEME OF EXAMINATION

Subject Code	Subject Title	Theory Paper Max. Marks	Assign- ments	Total Marks	Duration
Previous					
Paper : I	History of Hindi Literature	80	20	100	3 hours
Paper : II	Theory of Literature (Indian & Western)	80	20	100	3 hours
Paper : III	Modern Hindi Poetry	80	20	100	3 hours
Paper : IV	Hindi Prose (Friction Drama)	80	20	100	3 hours
Paper : V	Special Study of an Author i. Premchand (or) ii. Mohan Rakesh	80	20	100	3 hours
Final					
Paper : VI	Old & Medieval Poetry	80	20	100	3 hours
Paper : VII	Functional Hindi & Translation	80	20	100	3 hours
Paper : VIII	Linguistics & History of Hindi Language	80	20	100	3 hours
Paper : IX	Special Study of Literary Trend I) Hindi Katha Sahitya (or) II) Folk Literature	80	20	100	3 hours
Paper : X	Special study of Literary Dimension - Hindi Essay	80	20	100	3 hours
Paper : XI	Viva - Voce	--	--	100	--

Note : Detailed syllabus will be sent to the candidates after admission.

CHAPTER - IV

M.A. TELUGU

Eligibility for admission :

I Year : A Candidate seeking admission into the I Year M.A. Degree Course in Telugu shall be required to have passed B.A. or B.Sc. or B. Com. with Telugu as subject of study or B.A. Oriental Learning or Bhasha Praveena with B.A. or B.Com. of Andhra University or Bhasha Praveena with B.A. or B.Com. of any other University recognised by the Andhra University or M.A. Sanskrit or M.A. Hindi or Andhra University or any other University recognised by Andhra University.

Note : Candidates who passed the qualifying examinations 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 M.A. Telugu shall extend over a period of two academic years.

Course of Study :

At the end of the first year, the candidate has to appear for the Previous Examination. At the end of the Second Year, the candidate has to appear for the Final Examination.

The following is the Scheme of Examination. Each paper carries 100 marks (including 20 marks for assignments) and is of 3 hours duration.

Annexure
SCHEME OF EXAMINATION

Subject Code	Subject Title	Theory Paper Max. Marks	Assign-ments	Total Marks	Duration
Previous					
Paper : I	తెలుగు భాషా చరిత్ర	80	20	100	3 hours
Paper : II	తెలుగు సాహిత్య చరిత్ర	80	20	100	3 hours
Paper : III	ఛందో వ్యాకరణాలంకారాలు	80	20	100	3 hours
Paper : IV	కావ్య నాటకాలు	80	20	100	3 hours
Paper : V	ఐచ్ఛిక విషయం - I జానపద విజ్ఞానం	80	20	100	3 hours
Final					
Paper : I	తెలుగు సాహిత్య విమర్శ - సిద్ధాంతాలు -సూత్రాలు	80	20	100	3 hours
Paper : II	నవ్యాంధ్ర సాహిత్యం	80	20	100	3 hours
Paper : III	సామాన్య భాషా శాస్త్రం	80	20	100	3 hours
Paper : IV	ఐచ్ఛిక విషయం - I i. దళిత సాహిత్యం (లేదా) ii. ప్రబంధ సాహిత్యం	80	20	100	3 hours
Paper : V	ఐచ్ఛిక విషయం - II i. ఆదివాసి విజ్ఞానం (లేదా) ii. హేతువాద సాహిత్యం	80	20	100	3 hours

Note : Detailed syllabus will be sent to the candidates after admission.

CHAPTER- V

M.A.ECONOMICS

Medium of Instruction :

English only*

Eligibility for admission :

I Year : A Candidate seeking admission into the I Year M.A. Degree Course in Economics shall be required to have passed B.A. Degree (pass or Hons. or Special) with Economics as one of the subject.

Note : Candidates who passed the qualifying examinations 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 M.A. Economics shall extend over a period of two academic years.

Course of Study :

At the end of the first year, the candidate has to appear for the Previous Examination. At the end of the Second Year, the candidate has to appear for the Final Examination.

The course consists of study of five papers each in both previous and final years. The following are the titles of the papers.

The following is the Scheme of Examination. Each paper carries 100 marks (including 20 marks for assignments) and is of 3 hours duration.

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

Annexure
SCHEME OF EXAMINATION

Subject Code	Subject Title	Theory Paper Max. Marks	Assign- ments	Total Marks	Duration
Previous					
Part - I :					
Paper : I	Micro Economic Analysis	80	20	100	3 hours
Paper : II	Macro Economic Analysis	80	20	100	3 hours
Paper : III	Quantitative Methods	80	20	100	3 hours
Paper : IV	Public Economics	80	20	100	3 hours
Paper : V	Indian Economic Policy	80	20	100	3 hours

Final

The M.A. Final Examination at the end of second year shall consist of the following three compulsory papers and two optional papers.

Part - II :

Paper : I	Economic Growth and Development	80	20	100	3 hours
Paper : II	International Trade and Finance	80	20	100	3 hours
Paper : III	Economics of Social Sector and Environment	80	20	100	3 hours

Optional Papers:

A Candidate shall choose any one out of A and B consisting of two papers under part III.

(A) Paper - IV	Industrial Economics	80	20	100	3 hours
Paper : V	Labour Economics	80	20	100	3 hours
(or)					
(B) Paper - IV	Demography	80	20	100	3 hours
Paper : V	Economics of Gender and Development	85	15	100	3 hours
(C) Paper-VI	Viva-Voce Examination	--	--	100	--

Note : Detailed syllabus will be sent to the candidates after the admission.

CHAPTER- VI
M.A. HISTORY

Medium of Instruction :

English only*

Eligibility for admission :

I Year : A Candidate seeking admission into the I Year M.A. Degree Course in History shall be required to have passed B.A. Degree (pass or Hons. or Special) with History as one of the subjects of study or B.A. (O.L.) or B.A.L.

Note : Candidates who passed the qualifying examinations 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 M.A. History shall extend over a period of two academic years.

Course of Study :

At the end of the first year, the candidate has to appear for the Previous Examination. At the end of the Second Year, the candidate has to appear for the Final Examination.

The course consists of study of five papers each in both previous and final years. The following are the titles of the papers.

The following is the Scheme of Examination. Each paper carries 100 marks (including 20 marks for assignments) and is of 3 hours duration.

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

Annexure
SCHEME OF EXAMINATION

Subject Code	Subject Title	Theory Paper Max. Marks	Assign- ments	Total Marks	Duration
Previous					
Paper I	Society, Economy and Culture of Medieval India (1206 - 1707)	80	20	100	3 hours
Paper : II	History of Europe (1789- 1919)	80	20	100	3 hours
Paper : III	History of Andhras upto 1565 A.D	80	20	100	3 hours
Paper :IV	History of U.S.A (1776-1964)	80	20	100	3 hours
Paper : V	Social and Economic History of Modern India (1757 - 1947)	80	20	100	3 hours
Paper : VI	History of Modern Japan (1840 - 1951)	80	20	100	3 hours
Final					
Paper : I	Twentieth Century World since 1919	80	20	100	3 hours
Paper : II	History of Freedom Movement in India (1857-1947)	80	20	100	3 hours
Paper : III	History of Modern Andhras (1650 - 1956)	80	20	100	3 hours
Paper : IV	Historiography and Historical Method	80	20	100	3 hours
Paper : V	Tourism Theory and Application	80	20	100	3 hours
Paper : VI	Archival Studies	80	20	100	3 hours

Note :

- 1) Detailed syllabus will be sent to the candidates after the admission.
- 2) Paper VI - to be effective from 2007-08 in case of Previous and 2008-09 in case of final years.

CHAPTER - VII
M.A. POLITICAL SCIENCE

Objective of the Course :

Life begins and ends with the State and State is the subject matter of Politics. The purpose of this Course is to provide a comprehensive understanding of the dynamics of collective life to those who intend to become leaders, rulers, social activists and researchers of human condition. Hence, the course is essentially aimed at enlightenment for those who are already in public life in different capacities including practitioners of various professions.

Medium of Instruction : English only*

Eligibility for Admission :

Structure of the Course :

A Candidate seeking admission into the I year M.A. Degree Course in Political Science shall be required to have passed any Degree of this university or any other university recognised as equivalent thereto, under the pattern of 10+2+3.

Course of Study :

The course consists of study of five papers each in both previous and final years. The following are the titles of the papers.

The following is the Scheme of Examination. Each paper carries 100 marks (including 20 marks for assignments) and is of 3 hours duration.

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

Annexure
SCHEME OF EXAMINATION

Subject Code	Subject Title	Theory Paper Max. Marks	Assign-ments	Total Marks	Duration
Previous					
Paper : I	Indian Political Thought	80	20	100	3 hours
Paper : II	Western Political Thought	80	20	100	3 hours
Paper : III	Indian Political System	80	20	100	3 hours
Paper : IV	State Government & Politics in A.P.	80	20	100	3 hours
Paper : V	Specialisation (Any one of the following)	80	20	100	3 hours
A)	Readings in Indian Political Thought - <i>Gandhi, M.N.Roy, Ambedkar</i>	80	20	100	3 hours
B)	Readings in Indian Federalism	80	20	100	3 hours
Final					
Paper : I	Research Methodology	80	20	100	3 hours
Paper : II	Public Policy Analysis	80	20	100	3 hours
Paper : III	Comparative Politics	80	20	100	3 hours
Paper : IV	Theory of International Relations	80	20	100	3 hours
Paper : V	Specialisation. (Any one of the following)	80	20	100	3 hours
A)	India's Foreign Policy	80	20	100	3 hours
B)	Comparative Analysis of Select Asian Countries	80	20	100	3 hours

Note : Detailed syllabus will be sent to the candidates after the admission.

CHAPTER- VIII

M.A. PUBLIC ADMINISTRATION

Objective of the Course :

Public Administrations commences with organized life. It is the source for all such branches of knowledge that deal with organization, management and administration. The subject matter of Public Administration is essentially linked with the business of the Government. In other words, Public Administration is an advanced professional course. The Course is designed to be useful for those who are in public or private employment interested in gaining critical insights into structure and behavioral dimensions of the organizations.

Medium of Instruction : English only*

Eligibility for Admission :

A Candidate seeking admission into the I year M.A. Degree Course in Public Administration shall be required to have passed any Degree of this university or any other university recognised as equivalent thereto, under the pattern of 10+2+3.

Course of Study :

The course consists of study of five papers each in both previous and final years. The following are the titles of the papers.

The following is the Scheme of Examination. Each paper carries 100 marks (including 20 marks for assignments) and is of 3 hours duration.

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

Annexure
SCHEME OF EXAMINATION

Subject Code	Subject Title	Theory Paper Max. Marks	Assign-ments	Total Marks	Duration
Previous					
Paper : I	Administrative Theory	80	20	100	3 hours
Paper : II	Public Personal Administration	80	20	100	3 hours
Paper : III	Indian Administration	80	20	100	3 hours
Paper : IV	Financial Administration	80	20	100	3 hours
Paper : V	Elective : (Any one of the following) :				
	A) Rural Local Government	80	20	100	3 hours
	B) Urban Local Government	80	20	100	3 hours
	B) E-Governance in India	80	20	100	3 hours
Final					
Paper : I	Behavioural Sciences Methodology	80	20	100	3 hours
Paper : II	Readings in Public Policy	80	20	100	3 hours
Paper : III	Local Administration in Asia and West	80	20	100	3 hours
Paper : IV	Development Administration	80	20	100	3 hours
Paper : V	Elective : (Any one of the following) :				
	A) Social Welfare Administration	80	20	100	3 hours
	B) Management of Public Enterprises	80	20	100	3 hours

Note : Detailed syllabus will be sent to the candidates after admission.

CHAPTER- IX
M.A. SOCIOLOGY

Medium of Instruction :

English only*

Eligibility for admission :

I Year : A Candidate seeking admission into the I Year M.A. Degree Course in Sociology shall be required to have passed any Degree of this University or any other University recognised as equivalent thereto.

Note : Candidates who passed the qualifying examinations 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 M.A. Sociology shall extend over a period of two academic years.

Course of Study :

At the end of the first year, the candidate has to appear for the Previous Examination. At the end of the Second Year, the candidate has to appear for the Final Examination.

The course consists of study of five papers each in both previous and final years. The following are the titles of the papers.

The following is the Scheme of Examination. Each paper carries 100 marks (including 20 marks for assignments) and is of 3 hours duration.

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

Annexure
SCHEME OF EXAMINATION

Subject Code	Subject Title	Theory Paper Max. Marks	Assign-ments	Total Marks	Duration
Previous					
Paper : I	Social Structure and Change	80	20	100	3 hours
Paper : II	Social Research and Statistics	80	20	100	3 hours
Paper : III	Sociological Theory	80	20	100	3 hours
Paper : IV	Indian Society	80	20	100	3 hours
Paper : V	Society, Ecology & Environment.	80	20	100	3 hours
Final					
Paper : I	Rural Sociology & Development	80	20	100	3 hours
Paper : II	Urban Sociology & Development	80	20	100	3 hours
Paper : III	Society and Education	80	20	100	3 hours
Paper : IV	Gender Studies	80	20	100	3 hours
Paper : V	Optional Papers : (Any one of the following)				
	i. Criminology (or)	80	20	100	3 hours
	ii. Social Demography	80	20	100	3 hours

Note : Detailed syllabus will be sent to the candidates after the admission.

CHAPTER- X
M.A. PHILOSOPHY

Medium of Instruction :

English only*

Eligibility for admission :

A Candidate seeking admission into the I Year M.A. Degree Course in Philosophy shall be required to have passed any Degree Examination of this University or any other University recognised by Andhra University as equivalent thereto.

Note : Candidates who passed the qualifying examinations 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 M.A. Philosophy shall extend over a period of two academic years.

Course of Study :

At the end of the first year, the candidate has to appear for the Previous Examination. At the end of the Second Year, the candidate has to appear for the Final Examination.

The course consists of study of five papers each in both previous and final years. The following are the titles of the papers.

The following is the Scheme of Examination. Each paper carries 100 marks (including 20 marks for assignments) and is of 3 hours duration.

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

Annexure
SCHEME OF EXAMINATION

Subject Code	Subject Title	Theory Paper Max. Marks	Assign-ments	Total Marks	Duration
Previous					
Paper : I	Classical Indian Philosophy	80	20	100	3 hours
Paper : II	Western Philosophy (Selected Philosophers)	80	20	100	3 hours
Paper : III	Social and Political Philosophy	80	20	100	3 hours
Paper : IV	Indian Heritage and Culture	80	20	100	3 hours
Paper : V	Logic and Scientific Method	80	20	100	3 hours
Final					
Paper : I	Epistemology	80	20	100	3 hours
Paper : II	Ethics	80	20	100	3 hours
Paper : III	Contemporary Indian Philosophy	80	20	100	3 hours
Paper : IV	Contemporary Western Philosophy	80	20	100	3 hours
Paper : V	Optional Paper : Choose any one of the following papers :				
	i. Sankara Advaita Vedanta	80	20	100	3 hours
	(or)				
	ii. Gandhian Studies	80	20	100	3 hours

CHAPTER - XI
MASTER OF JOURNALISM & MASS COMMUNICATION
(MJMC)

Eligibility for admission :

I Year: A Candidate seeking admission into the I year MJMC shall be required to have passed :

Any Bachelor degree of this university or any other university recognized by the Academic Council.

Duration of the Course :

The course of study for Master of Journalism of Mass Communication shall extend over a period of two academic years.

Medium of Instruction & Examinations : English only

Academic Requirement :

- a) The Two year study consists of theory papers and assignments. (see Annexure)
- b) No Student shall be allowed to appear for the examinations both the theory and assignments unless he/she produces a certificate of completion of all the academic requirements.

Improvement provision :

The candidates declared to have passed in the examination of the MJMC course can reappear for the same examination after completing the course to improve their marks in the succeeding three years.

Annexure
SCHEME OF EXAMINATION

Subject Code	Subject Title	Theory Paper Max. Marks	Assign- ments	Total Marks	Duration
1st year					
Paper - I	History of Mass Media	80	20	100	3 hours
Paper - II	Reporting & Editing of Print Media	80	20	100	3 hours
Paper - III	Communication Theory	80	20	100	3 hours
Paper - IV	Advertising & Public Relations	80	20	100	3 hours
Paper - V	Radio Journalism	80	20	100	3 hours
Paper - VI	Media Management & Media Laws	80	20	100	3 hours
2nd year					
Paper - I	Cultural Communication	80	20	100	3 hours
Paper - II	Development Communication	80	20	100	3 hours
Paper - III	Environment Communication	80	20	100	3 hours
Paper - IV	Television Journalism	80	20	100	3 hours
Paper - V	International Communication	80	20	100	3 hours
Paper - VI	Research Methodology	80	20	100	3 hours
	Viva-Voce			100	

Fee Particulars and Marks Qualifying for a pass

A. Tuition Fee for Master of Journalism and Mass Communication Course is payable in a single instalment :

I Year : ₹ 7,000/-

II Year : ₹ 5,000/-

B. Marks Qualifying for a pass for MJMC course :

A candidates shall be declared to have passed the MJMC examination if he/she obtains not less than 40 percent of the total marks and not less than 30 percent in each paper. All other candidates shall be deemed to have failed in the examinations.

Classification of Successful Candidates :

Academic Requirement :

The names of the successful candidates at the MJMC Degree Examinations shall be arranged in the order in which they are registered for the examination in three classes on the basis of the total marks obtained by each candidates at the previous and final Examinations taken together.

First Class : Those who obtain not less than 60 percent of the total marks.

Second Class : Those who obtain not less than 50 percent of the total marks.

Third Class : Those who obtain not less 40 percent of the total marks

CHAPTER - XII
M.A./ M.Sc. MATHEMATICS

Medium of Instruction :

English only*

Eligibility for admission :

I Year : A Candidate seeking admission into the IYear M.A./M.Sc. Degree Course shall be required to have passed B.A. or B.Sc. with Mathematics as one of the subjects of study.

Note : Candidates who passed the qualifying examinations 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 M.A./ M.Sc. Mathematics shall extend over a period of two academic years

Course of Study :

At the end of the first year, the candidate has to appear for the Previous Examination. At the end of the Second Year, the candidate has to appear for the Final Examination.

The following is the scheme of examination. Each paper carries 100 marks (including 20 marks for assignments) and is of 3 hours duration.

Qualifying Marks of Pass :

A candidates shall be declared to have passed in the Examination if he / she obtains not less than 50 per cent of total marks on aggregate in each year and not less than 40 per cent in each paper. All other candidates shall be deemed to have failed in the examinations.

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

Annexure
SCHEME OF EXAMINATION

Subject Code	Subject Title	Theory Paper Max. Marks	Assign-ments	Total Marks	Duration
Previous					
Paper : I	Algebra	80	20	100	3 hours
Paper : II	Linear Algebra, Differential Equations and Models	80	20	100	3 hours
Paper : III	Real Analysis	80	20	100	3 hours
Paper : IV	Topology	80	20	100	3 hours
Paper : V	Discrete Mathematics	80	20	100	3 hours
Final					
Paper : I	Measure Theory and Functional Analysis	80	20	100	3 hours
Paper : II	Complex Analysis	80	20	100	3 hours
The remaining THREE papers are optional and shall be chosen from the following list :					
Stream - I					
	1. Number Theory	80	20	100	3 hours
	2. Integral equations	80	20	100	3 hours
	3. Linear Programming and Game Theory	80	20	100	3 hours
Stream - II					
	4. Lattice Theory	80	20	100	3 hours
	5. Commutative Algebra	80	20	100	3 hours
	6. Numerical Analysis and Computer Techniques	80	20	100	3 hours
	7. Universal Algebra	80	20	100	3 hours

Note : Detailed syllabus will be sent to the candidates after admission.

CHAPTER - XIII
M.SC. PSYCHOLOGY

Medium of Instruction :

English only

Eligibility for admission :

A candidate seeking admission into the I year M.Sc. Degree course in Psychology shall be required to have passed any Degree examination of this University or any other University recognised by Andhra University as equivalent thereto.

50% of seats will be allotted to Teachers, Doctors, Nurses and employees of Public, Private and Non-Government Organisations.

Note : Candidates who passed the qualifying examinations 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.

Criteria for Admission :

The seats are limited. Admission in each category will be made basing on the aggregate marks at graduate level following rule of reservation.

Duration of the Course :

The course of study for M.Sc. Psychology shall extend over a period of two academic years.

Course of Study :

At the end of the first year, the candidate has to appear for the Previous Examination. At the end of the Second Year, the candidate has to appear for the Final Examination.

The following is the scheme of examination. Each paper carries 100 marks (including 20 marks for assignments) and is of 3 hours duration.

Annexure
SCHEME OF EXAMINATION

Subject Code	Subject Title	Theory Paper Max. Marks	Assign- ments	Total Marks	Duration
Previous					
1.	Psychopathology	80	20	100	3 hours
2.	Social Psychology	80	20	100	3 hours
3.	Principles of Psychology	80	20	100	3 hours
4.	Research Methodology	80	20	100	3 hours
5.	Experimental Psychology and Psychological Assessment Practicals			100	
Final					
6.	Industrial and Organizational Psychology	80	20	100	3 hours
7.	Counselling Psychology	80	20	100	3 hours
8.	Clinical Psychology	80	20	100	3 hours
9.	Psychology of Life Span Development	80	20	100	3 hours
10.	Health psychology (Effective from 2007 Admitted Batch only)	80	20	100	3 hours

Fees : Total Fees : ₹ 25,000/- : (Previous) : ₹ 15,000/-
(Final) : ₹ 10,000/-

Personal Contact Programme :

Personal Contact Programme will be held for a period of 15 days in each year. **Attendance at the Personal Contact Programme is compulsory** failing, which the students will not be permitted to take the year-end examinations.

Qualifying Marks for Pass :

A candidate shall be declared to have passed in the Examination if he/she obtains not less than 40% of total marks and not less than 30 percent in each paper.

Personal Contact Programme & Examination Centre :

Andhra University Campus, Visakhapatnam only.

CHAPTER- XIV

M.Com.

Medium of Instruction :

English only*

Eligibility for admission :

I Year : A Candidate seeking admission into the I Year M.Com. Degree Course shall be required to have passed any Bachelor's Degree other than B.F.A. and B.A.(OL) examination of this University or any other University recognised as equivalent thereto.

Note : Candidates who passed the qualifying examinations 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 M.Com. shall extend over a period of two academic years.

Course of Study :

At the end of the first year, the candidate has to appear for the Previous Examination. At the end of the Second Year, the candidate has to appear for the Final Examination.

The course consists of study of five papers each in both previous and final years. The following are the titles of the papers.

The following is the Scheme of Examination. Each paper carries 100 marks (including 20 marks for assignments) and is of 3 hours duration.

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

Annexure
SCHEME OF EXAMINATION

Subject Code	Subject Title	Theory Paper Max. Marks	Assign- ments	Total Marks	Duration
Previous					
Paper : I	Advanced Business Economics	80	20	100	3 hours
Paper : II	Advanced Management Accountancy	80	20	100	3 hours
Paper : III	Indian and International Business Environment	80	20	100	3 hours
Paper : IV	Management & Organizational Behaviour	80	20	100	3 hours
Paper : V	Statistics For Business Decisions	80	20	100	3 hours
Final					
Paper : I	Financial Management	80	20	100	3 hours
Paper : II	Marketing Management	80	20	100	3 hours
Paper : III	Human Resource Management	80	20	100	3 hours
Electives : A. Accounting :					
Paper : IV	Financial Accounting and Audit	80	20	100	3 hours
Paper : V	Cost Management and Audit (or)	80	20	100	3 hours
B. Advanced Banking :					
Paper : IV	Banking and Financial Institutions	80	20	100	3 hours
Paper : V	Financial Markets and Services	80	20	100	3 hours

Note : Detailed syllabus will be sent to the candidates after admission.

The candidate shall choose any one of the following electives consisting of two papers :

CHAPTER - XV

FEE PARTICULARS AND MARKS QUALIFYING FOR A PASS

A. Tuition Fees for all M.A./M.Com./M.Sc. Courses : *

I Year ₹ 5,000/-

II Year ₹ 3,000/-

Note : In the case of fresh admission into the 2nd year the candidates are required to pay the following fee : along with the tuition fee of ₹ 3,000/-

i. Rs. ₹50/- towards Registration Fee

ii. Rs. ₹100/- towards Admission Fee

Note : Candidates who passed the qualifying examinations of other Universities are required to pay the following amounts along with the first instalment fee :

i. Recognition Fee Rs. ₹ 300/-

ii. Matriculation Fee Rs. ₹ 100/-

B. Marks Qualifying for a Pass for M.A./M.Com./M.Sc. Courses :

A candidate shall be declared to have passed the M.A./M.Com./M.Sc. Examination if he/she obtains not less than 40 per cent of the total marks and not less than 30 per cent in each paper. All other candidates shall be deemed to have failed in the examinations.

Classification of Successful Candidates :

The names of the successful candidates at the M.A./M.Com./M.Sc. Degree Examination shall be arranged in the order in which they are registered for the examination in three classes on the basis of the total marks obtained by each candidate at the Previous and Final Examinations taken together.

First Class : Those who obtain not less than 60 percent of the total marks

Second Class : Those who obtain not less than 50 percent of the total marks.

* Except M.Sc. Psychology and MJMC

Third Class : Those who obtain not less than 40 percent of the total marks.

Provision for Improvement :

- i) Provision for Improvement is allowed within a period of **Three years** from the year of passing the respective PG degree examination. Hence the candidates are eligible to take whole examination either previous or final under this provision.
- ii) Further, **paper-wise improvement** is also allowed to them by restricting to only **one chance** immediately after passing the respective PG degree examination. An amount of ₹ 1,000/- is to be paid towards improvement fee per year besides the usual examination fee.
- iii) Candidates, who already possessed PG Degree and not eligible to make use of improvement provision as per the current regulations, be allowed to take admission into the 2nd year of the respective course as per the regulations in force without offering any kind of exemptions from writing subject papers.
- iv) Also the PG candidates are allowed to reappear for the subject paper(s) in which he or she obtains marks ranging from 30-39, though the candidate attains 40% aggregate mark in Previous and / or Final, irrespective of improvement provision, which is in force.

Supplementary Examinations :

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

CHAPTER - XVI

GENERAL INSTRUCTIONS

1. Any qualified candidate within India can apply for admission into the School of Distance Education. Admission is restricted to the candidates residing in India.
2. Transfer Certificate and Migration Certificate need not be submitted for 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 fulfil 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.

The first of July is treated as the day of commencement of the academic year.
7. 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. Guidelines for answering assignments

1. Assignments constitute the continuous evaluation which carry a weightage of 20 percent in each paper. There will be one assignment for each paper in a course. The candidates should answer compulsorily all the assignments for all subjects.
2. The main purpose of the assignment is to test the student's comprehension of the course material sent to him / her and also to help him / her in getting through the courses. The information given in the printed course material should be sufficient for answering the as-

signments. The answers should be complete in all respects. Incomplete answers bring poor marks. The assignments are to be submitted to School of Distance Education, Andhra University before the due date. It is desirable that the student should retain a copy of all assignment responses which he/she submits.

3. Answering Assignments :

While Answering Assignments :

- i) A student should read the assignment carefully and follow the specific instructions, if any.
- ii) He / she has to study thoroughly the units on which assignments are based.
- iii) He / she should note down relevant point of answers; rearrange those points in a logical order and draw a rough outline of answer. In respect of essay questions, introduction as well as conclusion should be given. The answer should be logical, cohesive and it should have clear connections between sentences and paragraphs.

The answer should cover the main points of the question.

- iv) Each assignment is to be answered and submitted separately in a booklet form using A-4 Size papers providing clear cut margins and sufficient space in between each answer. On the top of the first page of each assignment the required information be furnished invariably in the format given below.
- v) The responses should be in candidate's own handwriting : **Printed or Typed answers will not be accepted.** Answers copied either from course material sent by the University or from the response sheets of other students or Xerox copy of other's assignment will get zero marks. After receiving the assignment from the candidate, the Office of the School of Distance Education will arrange to send acknowledgment thereon.

4. The top of the first page of each assignment should consist of the following information.

- a) Regd. No. :
- b) Academic Year :
- c) Study Center :
- d) Course Code & Title :
- e) Assignment No. :

- f) Signature :
- g) Date :
- Name and Address :
-
-
-

5. The Candidates have to submit one assignment for each paper from the topic as given in the website www.andhrauniversity.info/sde for which they are awarded the marks after evaluating the assignment, and will be given to them.

From the academic year 2011-2012 onwards, it was introduced to obtain assignments from the candidate in all PG Courses offered in School of Distance Education for a maximum of 20 marks leaving theory component as 80 marks. Whether the candidate appears for theory papers or not he / she has to submit assignments in the same year of study itself. Thereafter the candidate can appears for theory papers as per his / her convenience.

Postal Address :

9. 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 Central Administrative Office, Andhra University, Visakhapatnam.

Mailing of Communications :

10. All 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 re-

sponsibility 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 :

11. 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/-.

Payment of Tuition Fees :

12. Tuition fee is payable in a single instalment in I year and II years respectively. The I year tuition fee is payable at the time of admission to the concerned course along with the admission application form. The date of payment of II year tuition fee shall be intimated to the candidates separately.

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

After due date : ₹ 50/- (Two Months)

After 2 months : ₹200/- Plus

Penal fee of ₹100/- for every belated year

Change of Elective Subject(s) :

13. The candidates who opt for a change in elective subject have to pay the fee ₹500/- (in case the candidates request for)

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

- 13A. The candidates who opt for a change of course have to pay the Fee. ₹1,500/- (in case of the candidates request for)

Remittances to the School :

14. 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 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. **The name of the candidate and complete code number are also to be noted on the back of the Demand Draft.** Bank

Challans, Money Orders and Postal Orders will not be accepted.

Refund of Fee :

15. 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 ₹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.

Fee Concession :

16. The employees of Andhra university and or their children/spouse are exempted upto **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.

Information relating to examinations :

17. 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.
18. The candidates will not be permitted to take the examinations unless they clear all the dues to the School.
19. 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.
20.
 - (i) A candidate appearing for the examination for the first time shall pay the fee prescribed for the whole examination even if the candidate chooses to appear for some papers only. There after the candidate can appear for any part or parts or papers.
 - (ii) For the sake of First appearance for the university Examinations, there should be a clear gap of one academic year from year to year. However, once the study period is completed, the candidate can appear for both previous and final examinations, provided he/she owes no dues to the school.
 - (iii) Irrespective of the appearance at the University examinations and the consequent result, the candidate is demed to have en-

tered into the next year of study in the School of Distance Education.

21. Examination fee once paid will under no circumstances be refunded or held over for subsequent examinations.

22. The centres of Examinations are given in the Examination application form. The candidates may choose any one centre given therein. The administration reserves the right to allot or not to allot a particular examination centre depending upon administrative convenience.

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

- 23.** (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 despatch 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 find 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 : ₹ 400/- Plus ₹ 100/- for every belated year

Study Certificate : ₹ 200/- Plus ₹ 30/- 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 for Duplicate Copy	Fee for Triplicat Copy	
* 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	
	for Original copy	for duplicate copy	
* Consolidated marks	₹600/- + ₹100/- for every belated year	₹800/- + ₹100/ for every belated year	for Triplicate copy ₹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 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.

Issue of Degree Certificate :

24. 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 under.
For issue of Degree in Advance : ₹1200/-

(i) Old Degrees as per the existing rates (Revised after every convocation)

(ii) Duplicate Original Degree Rs. ₹1600/- plus Rs. ₹100/- For each belated year (Along with Police complaint & 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 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.

Filling of Examination Application Form :

25. The candidate has to download the examination applications from A.U. website and 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.

Particulars of previous Pass/Appearance :

26. 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 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 :

27. 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.

Address slips :

28. 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.
29. 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.

Response Sheets :

30. The students are requested to send the response sheets within 14 days from the date of receipt of the lessons by them. If they are not sent as per schedule, the School may not be in a position to arrange for their evaluation. The candidates must therefore be prompt in this regard. **Please note that assignments are different from response sheets.**
31. The candidates who are not able to complete their PG Degree under regulations under which they are admitted within the stipulated time period may seek re-admission by paying an amount of ₹ 4,000/- towards readmission fees along with dues and the prescribed fee for the final year so to complete the course of study under the current regulation in force.

Enquiries :

32. The student can make enquiries regarding courses, examination particulars etc. at the Learner Interface of the School of Distance Education at the nearest Study Centre of the School or through telephone 98481-99155 or 2754966.
33. Enquiries will be attended to in the Office from 10.00 a.m to 5.00 p.m on all working days.
34. The Second Saturday in every month is holiday to the School. The School observes the State Government holidays.
35. The students are also advised to clear all their doubts of administrative and academic nature during the time of Personal Contact Programme / week end class programme.

CHAPTER - XVII

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 for which he/she is seeking admission into the School of Distance Education.
3. The name of the student as well as his/her father/husband should correspond with those as recorded in his/her matriculation Certificates/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 which will be returned later. One attested copy of each certificate must also be enclosed for the record.
6. Applications sent without tuition fees will be rejected.
7. Incomplete applications 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 Previous 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. One to be affixed to the application and the other to be enclosed).
 - (c) Receipt of payment of fee : Crossed Demand Draft/S.D.E. Challan.
 - i) University employees / retired university employees have to enclose service certificate from the Registrar, Andhra University, Visakhapatnam if seeking fee concession.
 - (d) Date of Birth Extract.
 - (e) Identity Card is to be enclosed duly signed and photo affixed.

(f) Three address slips duly filled-in are to be enclosed.

Note : For candidates who passed the qualifying examinations of other Universities/Boards of Examination :

Candidates seeking admission into various courses who have passed the qualifying examinations of other Universities or Examinations of Boards of Examinations other than Andhra Pradesh are required to pay the following amounts in addition to the First instalment Fee.

i. Recognition Fee ₹300/-

ii. Matriculation Fee ₹100/-

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.

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 to avail this facility. They can come to the notified study centre with filled in application forms with all 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 for full details.

LEGAL DISPUTES

All legal disputes in matters pertaining to the School of Distance Education have to be settled within the Jurisdiction of courts in Visakhapatnam city only.

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

CONTACT PHONE NUMBERS

Name & Address	Director, School of Distance Education, Andhra University Visakhapatnam - 530 003 Phones : 0891-2844142, 0891-2550223, 2575745 Fax : 0891-2575752
Learner Counselling Centre	0891 - 2844146 9963474711, 9963474712 9963474714
Information regarding Fees dues, TC/PC/MC/OD/Study Certificates/ Marks lists or duplications General Information	Learner Interface : 0891-2844143, 9848199155 7702257821 Enquiry : 0891-2754966, 9848199155
Reading / Course Material	Course Material Section : 0891 - 2844145 7702257818, 9963474719
Assistant Registrar	7702257815
Deputy Registrar	9963474722
Joint Registrar	7702257817

OTHER CONTACT NUMBERS

S.No.	Section	Cell No.
1.	Assistant Registrar	7702257815
2.	Deputy Registrar	7702257816
3.	Joint Registrar	7702257817
4.	Accounts Section	7702257820
5.	AU SDE Study Centre (Srikakulam)	7702257823
6.	AU SDE Study Centre (Vizianagaram)	7702257824
7.	AU SDE Study Centre (Kakinada)	7702257825
8.	AU SDE Study Centre (Rajahmundry)	7702257826
9.	AU SDE Study Centre (Eluru)	7702257827
10.	AU SDE Study Centre (Vijayawada)	7702257828
11.	AU SDE Study Centre (Guntur)	7702257829

RECORD OF FEE PAYMENT PARTICULARS

Name :

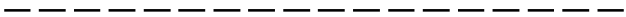
Code No :

M.A./M.Com	Amount	D.D.No.	Date	Name of Bank
Previous : Admission Fee Examination fee				
Final : Tuition fee Examination fee				
<i>(Candidates are advised to keep a record of payment of various fees to the School in the above Format)</i>				

Name :
.....
Address :
.....
.....
..... Pin Code No. :



Name :
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Address :
.....
.....
..... Pin Code No. :



Name :
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Address :
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..... Pin Code No. :