SCHOOL OF DISTANCE EDUCATION

ANDHRA UNIVERSITY

VISAKHAPATNAM,

ANDHRA PRADESH

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M.C.A.

(Master of Computer Applications)

PROSPECTUS

(with Application Form)

October, 2021

Downloaded and filled in application should be sent along with a copy of on-line payment receipt for ₹ 250/- towards cost of application

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PREFACE

Greetings from School of Distance Education. In the globalised era, the need for professional skills and competencies is felt in diverse areas. Acquisition of such skills enhances scope for job mobility. Realising such need, the School of Distance Education is offering MCA course. Should you wish to be in this group, you are welcome to choose this course.

I am happy to welcome you to the fraternity of Distance Education. This prospectus covers all important points pertaining to admission into M.C.A. offered by the School of Distance Education, Andhra University, Visakhapatnam. You are advised to go through theses pages carefully and return the Application Form for Admission duly filled-in within the prescribed date. Keep the Prospectus booklet safe as it contains useful information. The course is offered with the objective of building competencies in multiple applications of computers, particularly software related issues. Admission is open to both working and non-working learners. T.C. and M.C. are not required for admission. Candidates seeking SC/ST Welfare Scholarships need to submit the relevant documents. The regulations governing the course are the same as the course under regular mode.

Prof. K. Visweswara Rao

Director

STAFF PATTERN OF THE SCHOOL - TEACHING STAFF

DIRECTOR :

Prof. K. Visweswara Rao   Social Work
        M.A., M.Phil, Ph.D.

Assistant Professor :

01. Mrs. P. Vijaya Ratnam,
            M.A., (Eng), M.A.,(Edu), M.Phil,   Education

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. K. Jayaram, M.Sc., M.Sc., M.Ed., M.Phil; Ph.D.   Education

05. Dr. B. Radhika,   Education
    B.Ed.,M.A. Edn., M.A.(Eng); M.A.(Phi). M.Phil., Ph.D. PGDFE.

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. (Edn.)

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

Officers :

01. Sri T. Chitti Babu, M.A (Edn.)   Joint Registrar

02. Sri D.V.V.S. Narayana   Deputy Registrar

03. Sri B. Bodanna, M.A.,   Asst. Registrar

Superintendents :

01. Sri B.Venkateswara Rao   Examinations - I

02. Sri B.P.R. Vithal, M.A.,   Examinations - II

03. Sri D. Venkata Ramana, M.A.,   Examinations - III

04. Smt. Ch. Gayatri, M.A.,   Accounts Section
                        and Establishment

05. Sri M. Srinivasa Reddy   Course Section

LIBRARY :

01. Sri Dharmala Sreenivasa Rao, M.A., M.L.I.Sc., M.B.A   Library Asst.

Contact Phone Numbers

1. Learner Interface   0891 – 2844143

2. Enquiry   0891 – 2754966

3. U. G. Admissions   0891 – 2844162 / 7702257811

4. P. G. Admissions   0891 – 2844164 / 7702257813

5. U. G. Examinations   0891 – 2844163 / 9963474712

6. Course Material Section   0891 – 2844145 / 9963474719

Website : **www.andhrauniversity.edu.in**

(for updates)

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CHAPTER – I
SCHOOL OF DISTANCE EDUCATION
A BRIEF PROFILE

Distance Education is an established modern method of Education. Distance Education permits greater flexibility and it is learner centred. The School of Distance Education of Andhra University started functioning from 1st July, 1972, with B.A. and B.Com., degree courses with the approval of the University Grants Commission. The School introduced admission under open system into B.A. and B.Com. Degree courses in 1976.

Overtime, the School has started a number of courses catering to different sections of society. Keeping in view the need for more computer professionals, the School is offering Master's Programme in Computer Applications. This course is offered for both working and non-working candidates and is designed with curriculum content in such a way that the professional community in particular may enhance their knowledge and thereby quality service is provided to the society at large.

As a compensation for missing on campus instruction, the students admitted into these courses receive study material (to supplement the text books and other suggested references) and guidance through contact programme structured by a peer faculty within and outside the university. The contact programme will be organized at selected reputed colleges within the state depending on the need in addition to Andhra University Campus colleges. However, the list of contact centres will depend on the number of candidates registered for the course.

CHAPTER - 2

MASTER OF COMPUTER APPLICATIONS
ADMISSION PROCEDURE

2.1   Medium of Instruction   : English only

2.2   Eligibility Criteria :

(a)   The Candidates should have passed the Bachelor's Degree other than BFA and BA(OL) of Andhra University or of any other University recognized by Andhra University as equivalent thereto.

(b)   Candidates should have been qualified in the ICET Examination. Seats are limited. Selection will be based on the ICET rank obtained. Rules of reservation will be followed as per the University rules.

(c)   Candidates must have Mathematics at plus two (Intermediate/PUC) level or should have passed Bachelor's Degree in any discipline with Mathematics as one of the subjects of study.

(d)   Candidates should enclose ICET Rank card and Hall Ticket to the Application form.

2.4 Duration of study and Assessment / Evaluation:

The duration of study is three years. However, the candidates who have passed One year PGDCPA of the School of Distance Education, Andhra University will be admitted in 2nd Year MCA as lateral entry candidates and such candidates need to clear some of the   1st year MCA subjects.

The following are the list of exempted subjects for the MCA (L.E) Students.

S.No	MCA Subjects	PGDCPA Subjects
1	MCA 1.1 Discrete Mathematical structures	PGDCPA 1.1 Descrete Mathematical Structures
2	MCA 1.2 Computer Organisation	PGDCPA 1.2 Computer Organization
3	MCA 1.6 Systems Programming	PGDCPA 1.4 Language Processors
4	MCA 1.7 Data Structures	PGDCPA 1.5 Data structures & Prog. Methodology
5	MCA 1.9 Object oriented Programming	PGDCPA 2.3 Object Oriented Programming
6	MCA 1.14 Data Structures Lab	PGDCPA 1.6 Data Structures using – c Laboratory
7	MCA 2.5 Operating Systems	PGDCPA 2.2 Operating Systems
8	MCA 2.7 Data Base Management Systems	PGDCPA 2.1 Data Base Management Systems

Note : such candidates, if they failed to secure less than 50 marks in exempted subjects they need to improve their marks and by appearing the subsequent examination on payment of prescribed examination fee

CHAPTER - 3

SCHEME OF INSTRUCTIONS

3.1 The detailed syllabi will be given to the registered students after their admission.

3.2 The Scheme of instructions and distribution of marks are as given below.

Course of Study : MCA I Year (Programme Structure & Distribution of Marks)

Sub.Code	Name of the Subject	University Exam. Theory/Lab	Assignment (Avg of 2 assignments)	Int. Exam (Average of 2 Exams)	Max.Marks
MCA 1.1	Discrete Mathematical structures	100	20	30	150
MCA 1.2	Computer Organisation	100	20	30	150
MCA 1.3	Problem solving & Programming using 'C'	100	20	30	150
MCA 1.4	Probability, Statistics & Queuing Theory	100	20	30	150
MCA 1.5	Management Accountancy	100	20	30	150
MCA 1.6	Systems Programming	100	20	30	150
MCA 1.7	Data Structures	100	20	30	150
MCA 1.8	Principles of Programming	100	20	30	150
MCA 1.9	Object oriented Programming	100	20	30	150
MCA 1.10	Information Systems &Org. Behaviour	100	20	30	150
MCA 1.11	Computer Organisation Lab	100	---	50	150
MCA 1.12	'C' Programming Lab	100	---	50	150
MCA 1.13	Object Oriented Programming Lab	100	---	50	150
MCA 1.14	Data Structures Lab	100	---	50	150

Course of Study : MCA IIYear (Programme Structure & Distribution of Marks)

Sub.Code	Name of the Subject	University Exam. Theory/Lab	Assignment (Avg of 2 assignments)	Int. Exam (Average of 2 Exams)	Max.Marks
MCA 2.1	Theory of Computation	100	20	30	150
MCA 2.2	Computer Graphics	100	20	30	150
MCA 2.3	File Structures	100	20	30	150
MCA 2.4	Design & Analysis of Algorithms	100	20	30	150
MCA 2.5	Operating systems	100	20	30	150
MCA 2.6	Data Communication & Networks	100	20	30	150
MCA 2.7	Data Base Management Systems	100	20	30	150
MCA 2.8	Operations Research	100	20	30	150
MCA 2.9	Artificial Intelligence	100	20	30	150
MCA 2.10	Image Processing	100	20	30	150
MCA 2.11	Operating Systems Lab	100	---	50	150
MCA 2.12	File Structures Lab	100	---	50	150
MCA 2.13	Visual Programming Lab	100	---	50	150
MCA 2.14	DBMS Lab	100	---	50	150

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Course of Study : III Year (Programme Structure & Distributio of Marks)

Sub.Code	Name of the Subject	University Exam. Theory/Lab	Assignment (Avg of 2 assignments	Int. Exam (Average of 2 Exams)	Max.Marks
MCA 3.1	Information systems control & Audit	100	20	30	150
MCA 3.2	Network Security	100	20	30	150
MCA 3.3	Object Oriented Software Engineering	100	20	30	150
MCA 3.4	Embedded systems	100	20	30	150
MCA 3.5	Data ware Housing & Data Mining	100	20	30	150
MCA 3.6	OOSE Lab	100	---	50	150
MCA 3.7	Data Communication & Networking Lab	100	---	50	150
MCA 3.8	Project (Viva)	100	---	---	100

3.3 Contact Program :

Contact Program for Practical and Theory courses for a period of 30 days in two/three spells will be arranged during each year of the course of study. Details of the contact Program will be informed after admissions. **Attendance at the contact programme is compulsory**. Students who fail to attend the programme will not be permitted to appear for the examinations (both Theory and Practicals). **The Internal examinations will be conducted during the period of contact program.**

3.4 Assessment / Evaluation:

The performance of the student shall be assessed each year, through external evaluation and internal evaluation as per the Scheme of instructions given above.

FEE STRUCTURE AND PERSONAL CONTACT PROGRAM

4.1 Registration and Fee Structure:

The students admitted into the MCA course shall have to pay the following fee in each year of study. Promotion to subsequent years is subject to confirmation of the payment of year-wise fee and satisfactory attendance at the contact programme. Students who fail to pay the fee within the specified period will not be eligible to attend the contact programme, laboratory examination and year-end theory examinations. He/she will be eligible in a subsequent year, only on the payment of the said fees with fines as prescribed by the School of Distance Education, Andhra University, Visakhapatnam.

4.2 Fee Structure:

Nature of Fee	First Year	Second Year	Third Year	
Tuition fee	9000	7500	7500	
Laboratory fee	6000	7500	7500	
Total fee	15000	15000	15000	
Total Course fee				45000

Note : Fee must be paid as intimated from time to time.

The Fees is inclusive of Examination fee for the first appearance. However, candidates appearing subsequently have to pay an examination fee of Rs.200/- per course (paper) subject to a maximum of ₹ 500/- for any year of study.

4.3 Marks Qualifying for a Pass :

(a) A candidate shall be declared to have passed the examination at the end of First/Second/Third Year examinations if he/she obtains not less than 40% marks in the individual theory subjects and 50% Marks in Laboratory examinations as well as the entire year end marks put together.

(b) Improvement / betterment :

(i) The candidates will be permitted to appear and improve their marks with in three years after completing their course of study.

(ii) In case of internal examinations and assignments, there is no such provision to reappear the exam/submit assignments unless they failed to secure minimum pass marks, such candidates shall be permitted to appear the exam/submit the assignments with subsequent examinations on payment of prescribed fee.

4.4 Award of Degree :

A candidate shall be deemed to have satisfied the minimum require-ment for the award of the M.C.A. Degree if (1) he/she passes all the subjects (theory & Practicals included in the scheme of all years and (2) he/she secured 50% marks in the overall aggregate put together for all the three years of University examination, of all the subjects of MCA course. The degree shall be awarded in Faculty of Computer Science and Engineering as "Master of Computer Applications ".

4.5 Assessment / Evaluation :

The performance of the student shall be assessed each year course wise by both internal and external examinations.

4.6 Method of Internal Assessment for 50 Marks per Paper :

The method of assessment of both internal and external examinations is give in Chapter 5.

CHAPTER – 5

GENERAL INSTRUCTIONS

1. Method of Instruction :

The method 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 Counselling 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.

2. Study Centres :

Select study centres of School of Distance Education and the Departments of Computer science Studies of other Universities in other places, depending upon the enrolment of candidates and as decided by the Vice-Chancellor shall be made use of for arranging counselling and contact programmes and for providing library and laboratory facilities. Apart from A.U. Campus, Visakhapatnam, the Counselling and Contact Programmes will be organized in select study centers.

3. Examination Centres :

All the study centres where ever the PCP classes conducted are recognized as Examination Centres.

4. Counselling and Contact Programme :

Intensive counseling and contact Programme for Practical and Theory courses for a period of 30 days in two/three spells will be arranged during each year of the course of study. Details of the contact Program will be informed after admissions. Attendance at the contact programme is compulsory, without which a learner will not be allowed to take the year-end examinations. The Internal examinations will be conducted during the period of contact program.

5. Pattern of Examination :

The pattern of examination of MCA Programme shall be based on four components as follows :

Continuous Evaluation : In the form of periodic assignments and internal examinations which carry a weightage of 50 marks there will be two assignments and two internal examinations per subject paper. The average of the marks obtained in the two assignments

and internal examinations combined together will be counted for the purpose of final result.

Year end Examinations : Year end examinations will be conducted for 100 marks in each subject.

Method of Internal Assessment for 50 marks per paper (I) The internal marks in each theory paper are divided into two parts:(a) Assignment and (b)Test.

5.1 Part-(A) Assignment : The learner has to submit two assignments in each paper for 20 marks.The question paper for assignment should consist of 5 questions and the learner has to answer all five questions. Assignments have to be handwritten by the learner.Typed/ Xeroxed/ computer printed (except programmable part) assignments will not be accepted. Two sets of question papers for assessment have to be given to the learner at the beginning of the year. The average of the two assignments will be taken as the final mark of assignment.

5.2 Part-(B) Test : Two tests / quiz will be conducted in each paper for 30 marks. The duration of the examinations is two hours. The learner has to answer three out of five questions set in the question paper. Two question papers will be set for the two tests per paper. The Internal examinations will be conducted during the period of contact program.A candidate has to secure 25 marks out of 50 (50 percent) in assignment and tests / Quiz put together per paper as minimum marks for a pass in that paper in internal assessment.

5.3 (II) Lab. Papers :(Part-A)Examination-One lab examination will be conducted for 30 marks. The duration of the lab. Examination is two hours.(Part-B) Record - The learner has to maintain a record of lab Experiments / programmes and submit the record in the prescribed format. It carries 20 marks. A candidate has to secure 25 marks out of 50 per lab in the examination and record put together as minimum marks for a pass in lab, under internal assessment.

Note : For a pass in each of the paper, a candidate has to secure a minimum of 40 marks in Theory and 25 marks in internal assessment, but he/she has to secure 50 per cent marks (75 out of 150) in both year-end examinations and internal assessment put together.

For Ex: If a student secures 40 marks in the year-end examination and 25 in internal assessment, he / she is treated as failed in that paper. If he / she secures 45 marks in year-end examination and

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30 marks in internal assessment – thus totalling 75 marks out of 150 he / she is declared to have passed in the examination in that paper.

5.4 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 100 marks.

(c) Project Report : At the end of Third year of MCA Programme, the candidates shall undergo practical training in an organization for a minimum period of eight weeks and submit a report thereon along with a practical training certificate obtained from the organization. Any deviation from the above should be approved by the Director, SDE, Andhra University, Visakhapatnam.The purpose of the project work is primarily to demonstrate the application of knowledge and skills acquired during the three years of the programme, by studying and analyzing a selected problem in the work situation in a systematic manner while suggesting solutions to the management. It is desirable that the sponsoring organization has to identify the areas of project work for their allottees at the beginning of the training programme itself.The project report carries a maximum of 100 marks.The Project Report shall be guided and certified by a recognized guide. The completed project report should be submitted to the Director, SDE before the due date as communicated by the Office.

(d) Comprehensive Viva-Voce Examination : Candidates who have appeared for the Third Year-End examinations of all papers in case of three year MCA Programme and underwent the practical training and submitted project report shall be eligible to appear for Comprehensive Viva-Voce Examination which carries a maximum of 100 marks. Candidates shall bring a copy of the Project Report at the time of Viva-Voce examination.

(e) Examination Application : All the regular 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. Backlog candidates who wish to appear either for theory examinations or submit assignments or project reports or appear for Viva-Voce Examination are also required to submit the Examination Application within the due date.

6. Marks Qualifying for a Pass and Class :

A candidate shall be declared to have passed MCA examination if he/she obtained not less than 40% of total marks on aggregate in each year and not less than 40% in each paper (Paper minimum marks). However thecandidate should obtain not less than 50% marks in assignments and internal examinations put together and also 50% marks in Lab Practical examinations.Notwithstanding anything contained in the above regulations, in the case of Project Report, a candidate shall be required to obtain not less than 50% of marks to be declared to have passed in the examination, and in the case of comprehensive Viva-Voce examination not less than 50% marks.The names of the successful candidates at the examination shall be arranged in the order in which they are registered for the examination on the basis of total marks obtained by each candidate in all the Three years' examinations put together.

7. Guidelines for Answering Assignments :

A. Assignments constitute the continuous evaluation which carry a weightage of 20 marks in each course.There will be two assignments for each course. The candidates should answer compulsorily both the assignments per course and the average of two 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.

B. 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-ordinator, MCA Programme, SDE, A.U. before the due date. It is desirable that the student should retain a copy of all assignment responses which he/she submits.

C. 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 points 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

are to be given. The answer should be logical, cohesive and it should have clear connections between sentences and paragraphs.The answer should cover all the main points of the question. While solving numerical questions, proper format should be used and the working notes are to be given wherever necessary.

D. 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. On the top of the first page of each assignment the required information be furnished invariably in the prescribed format given below.

E. The responses should be in candidate's own handwriting. Print or typed answers will not be accepted. Answers copied either from the course material sent by the University or from the response sheets of other students will get zero marks. After receiving the assignment from the candidate, the Office of the SDE will arrange to send an acknowledgement thereon.

F. Candidates are directed to submit 20 booklets for 10 subjects i.e. 10x2 = 20 separate booklets, with all details of the student and subject written / pasted on the top / first page of the booklet along with contact number and address.

CHAPTER – 6

OTHER INSTRUCTIONS

1. Transfer certificate and Migration Certificate need not be submitted for admission.

2. Candidates who passed the higher examination should not apply for lower examination.

3. Candidates after graduating from the School of Distance Education are eligible for higher studies as in the case of regular students.

4. After enrolment, every student will be allotted a Code Number, which he/she should invariably mention in all his/her correspondence with the School. Full Code Number including the period of study should be quoted in all the correspondence. Correspondence without code number will not receive attention.

5. The student will be admitted into the School on the assumption that the entries in the Admission Application are correct and the student has to fulfill all the requirements as mentioned in the application.The original certificates of the students submitted along with the application form will be returned to the student by Registered Post as soon as the admission formalities are over. However, such of the Original Certificates, which are required for Record of the School will be retained and they will not be returned.The first of July is treated as the day of commencement of the academic year.

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

7. Postal Address: All correspondence pertaining to the School of Distance Education must be addressed to the Director, School of Distance Education, Andhra University 530 003. The student is particularly requested to note that the Office of the School of Distance Education is different from the Office of the Registrar, Andhra University, Waltair.

8. 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 records of the School. The students are advised to make necessary arrangements in their respective deliver 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 owe any responsibility for any postal mishap. However, necessary arrangements may be made to provide another

set of reading material / copy of communication, etc. to the students if the issue of non receipt/postal mishap is brought to our notice in time.

9. Identity Card : The Identity Card issued to the candidate will be sufficient for the purpose of identification for the entire period of study in this School. If the Identity Card is lost, a fresh identity card will be issued on payment of ₹ 50/- and on production of satisfactory evidence from a responsible person to the effect that the original was lost. However, duplicate Identity Card will be issued during the study period only.

10. Payment of Tuition Fees : The first instalment of tuition fee has to be paid at the time of submission of application for admission. The second installment of tuition fee if any has to be paid before 31st December in every year or the date to be notified by the School. Mailing of course material will be stopped to the defaulters until they pay the tuition fee due to 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 the due date : ₹ 50/-

After 2 Months   : ₹ 200/-

11. Remittances to the School : All the remittances to the School of Distance Education should be made through online payment.

S.B.I. Bank Challans, Cheques, Money Orders and Postal Orders will not be accepted.

12. 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 ₹ 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.

13. Fee Concession: The employees of Andhra University and or their children/spouse are exempted upto 50% from payment of tuition fee on the production of service certificate from the Registrar. The fee concession of 50% is also available to the Children/Spouse of the Retired Employees of the University.

14. 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.

15. The candidates will not be permitted to take the examinations unless they clear all the dues to the School.

16. 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 Coordinator, School of Distance Education, Andhra University relating to such matters.

17. (i) A candidate appearing for the Examination for the first time need not pay the fee prescribed for the whole examination. 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 candidates can appear for all the examinations, provided he/she owes no dues to the school and attended the contact programs.

(iii) Irrespective of the appearance at the university examinations and the consequent result, the candidate is deemed to have entered into the next year of study in the School of Distance Education, Procided the candidate attended the contact programs and owes no dues to the school.

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

19. The centres of Examinations are given in the Examination application form. The candidates may choose any one centre given therein.

20. 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 examination centre. 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 re1quirements 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 examinations such as month, year of appearance, centre, Register No., etc.

    (iv) The particulars of fee prescribed for the issue of Marks Statement/Provisional Certificate/ Migration Certificate are as follows:

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

* Study Certificate ₹ 200/- ₹ 30/- for every belated year

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

	Fee for Duplicate Copy	Fee for Triplicat Copy
* Marks Statement	₹ 400/- + ₹ 100/-	₹ 800/- + ₹ 200/-
	for every belated year	for every belated year
* Migration Certificate	₹ 1000/- + ₹ 100/-	₹ 1500/- + ₹ 200/-
	for every belated year	for every belated year

	for Original copy	for Duplicate copy	for Triplicate
*Consolidatedmarks	₹ 600/- + ₹ 100/-	₹ 800/- + ₹ 100/	₹ 1500- + ₹ 200/-
	for every belated year	for every belated year	for every belated year
* Study Certificate	₹ 400/-	₹ 800/-	
Provisional Certificate	₹ 400/-	₹ 800/-	

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

21. Marks Qualifying for a Pass :

A Candidate shall be declared to have passed the examination at the end of First/Second/Third year end Examinations if he/she obtains not less than 40% marks in the individual theory subjects and 50% marks in Laboratory Examinations as well as the entire each year subjects marks put together. But the pass marks in the Project work Viva-Voce Examination is 50% of marks.

22. Classification of Successful Candidates :

The names of the successful candidates in the MCA Examination (all years put together) shall be arranged in the order in which they are registered for the examination in their classes on the basis of the total marks obtained by each candidate at all the three years examinations taken together..

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

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

23. Provision for Improvement :

Candidates who obtained Second Class in the MCA course may re-appear again for the same examination to improve their class by appearing for the whole examination either in the First/Second/Third year examinations with the existing regulations. Such reappearances shall be limited to two chances only with in two years after passing the entire examination. However improvement of the performance is strictly restricted to University Examination in the theory subjects only.

24. Award of Degree :

A candidate shall be deemed to have satisfied the minimum require-ment for the award of the M.C.A. Degree if (1) he/she passes all the subjects (theory and practicals) included in the scheme of All years and (2) he/she secured 50% marks in the overall aggregate put together for all the three years of university examinations, of all the subjects of MCA course. The Degree shall be Awarded in Faculty of Computer Science & Engineering as " Master of Computer Science".

25. Issue of Degree Certificate :

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

For issue of Degree in Advance : ₹ 1200/-

Old Degree as per the Existing Rates : Revised after every Convocation Duplicate Original Degree : ₹ 1600/- plus ₹ 100/- for each belated year

Triplicate Copy : ₹ 3200/- plus ₹ 200/- for each belated year

(Police complaint along with Notary certificate Mandatory)

Note: The candidate should use the prescribed application form which can be obtained from the office of the School of Distance Education for the issue of Degree in Advance. The payments towards prescribed fee for Degree Certificate is to be remitted through online payment.

26. Filling of Examination Application Form :

The candidate has to send the duly filled in Application form with the online payment receipt on or before the Last Date as specified in the examination notification. The candidate has to carefully go through the instructions given in the Application form before filling. The candidate should note that the application form contains the Hall Ticket also. The signature of the candidate is necessary both in the Hall Ticket and the Examination Application Form. Incomplete

Application if returned to the candidate due to any objection, the candidate has to resubmit the same directly to the Director, School of Distance Education, Andhra University, Visakhapatnam after complying with the objection that is raised.

27. Particulars of Previous Pass / Appearance :

In case the candidate has already passed / appeared in any part subjects(s) previously, he /she has to invariably note the previous pass / appearance particulars such as the year of passing, the Register number, the examination center and class obtained in each part, 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.

28. Transfer Certificate :

The candidates are not required to submit Transfer Certificate and Migration Certificates for admission into any course. Candidates desirous of obtaining T.C. should submit Date of Birth evidence. However SC/ST candidates seeking fee concession under" Post Metric Schlorship Scheme" have to submit T.C. from the Institution last studied.

29. Address Slips :

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.

30. Any change of Address of a candidate should be intimated at least 15 Days in advance by Registered Post to ensure prompt receipt of all correspondence from the School. Frequent changes of address cannot be entertained unless the period of stay at any place as per the change of address is for a period of 3 Months. If the period is less than that, they have to make their own arrangements for redirecting their correspondence to the correct address.

31. Enquiries :

The students can make enquiries regarding courses, examination particulars etc., at the Enquiry Counter of the School of Distance Education and also at the nearest study centre of the school.

32. Enquiries will be attended to in the Office from 10-00 a.m. to

1-00 p.m. on all Working Days.

33. The Second Saturday in Every Month is a Holiday to the School. The School observes the State Government Holidays.

34. The Students are advised to clear all their doubts of administrative and academic nature during the time of Personal Contact-Programme Classes.

CHAPTER – 7

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

1. The application duly filled in together with all the required enclosures should reach the Director, School of Distance Education, Andhra University, Visakhapatnam 530 003 by Registered Post on or before the Date Notified in the Press.

2. The candidate is required to mention clearly the course of study and year for which he / she is seeking admission into the School of Distance Education.

3. The name of the student as well his / her father / husband should correspond with those that are recorded in his / her Matriculation Certificate / S.S.L.C. / S.S.C. / H.S. / & M.P.S.L.C. Register.

4. The Date of Birth of the student should correspond with that as recorded in his / her Matriculation or that of an equivalent examination.

5. The required original certificates are to be enclosed with the application form. The Original Certificate will be returned to the candidate after the admission is given. One attested copy of each certificate must be enclosed for the record of the school.

6. Application sent without tuition fees will be rejected. Incomplete application will not be processed by the School and they will be rejected.

7. A Computer Card and Acknowledgement Card is sent along with this application form. The candidate has to fill-in the blank columns such as the course to which the application is sent, address of the candidate etc., and send the same along with the filled-in application form duly affixing the required postal stamps so as to enable the School to acknowledge the receipt of the admission application form.

8. The following certificates in original are to be enclosed along with the application form:

a. Degree/Provisional Certificate of the qualifying examination passed: (One attested copy is also to be enclosed along with Original Certificate).

b. S.S.C. or equivalent certificate.

c. Intermediate or equivalent certificate. (In case of M.C.A. course only)

d. Two copies of recent photographs (passport size of the candidate duly attested by a Gazetted Officer at the lower portion of each photo. Once to be affixed to the application and the other to be enclosed).

e. Receipt of Payment of fee : (online payment).

f. Date of Birth Extract.

g. Identity Card is to be enclosed duly signed and photo affixed.

h. Six address slips duly filled – in are to be enclosed.

Note: Candidates seeking admission into various courses who have passed the qualifying examinations of other Universities are required to pay the following amounts in addition to the First Installment Fee:

(a) Recognition Fee   ₹ 300/-

(b) Matriculation Fee   ₹ 100/-.

LEGAL DISPUTES

All legal disputes in matters pertaining to the School of Distance Education have to be settled within the Jurisdiction of courts in Visakhaptnam 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 Univrsity Visakhapatnam - 530 003 Andhra Pradesh, INDIA
Phones	:	0891 - 2844142 0891 - 2550223 0891 - 2575745
UG and Certificate Course' Admission Scheduel of Classes and also B.Com. / B.Sc. Practicals	:	E - I Section : 0891 - 2844162
UG Courses' Examiations	:	E -II Section : 0891 - 2844163
PG Courses' Admissions Schedule of Classes and Examinations	:	E-III Section : 0891 -2844164
Professional Courses Diploma / PG Diploma Courses Admissions Schedule of Classes and Examinations	:	E-III Section : 0891 - 2844164
MBA / Executive MBA Courses Admissions Schedule of Classes and Examinations	:	MBA Section : 0891 - 2844143 9848199155
Revaluation / Instant Examination Results	:	Confidential Section: 0891 - 2844146
Information Regarding Fees Dues,TC/PC/MC/OD/Study Certificates / Marks Lists or Duplicates	:	Learner Interface : 0891 - 2844143 9848199155
General Information	:	Enquiry : 0891 - 2754966 98481 99155

Reading / Course Material: Course Material Section : 0891-2844145

Name   : ....

C/o   :   ....

Address   : ....

            ....

Phone/Cell :   ....

Name   : ....

C/o   :   ....

Address   : ....

            ....

Phone/Cell :   ....

Name   : ....

C/o   :   ....

Address   : ....

            ....

Phone/Cell :   ....