

# **SCHOOL OF DISTANCE EDUCATION**

(Recognised by Distance Education Bureau - UGC, New Delhi)

## **ANDHRA UNIVERSITY**

**Visakhapatnam - 530 003**

**Andhra Pradesh**

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



### **PROSPECTUS**

(With Application Form)

### **P.G. DIPLOMA IN MANAGEMENT**

October, 2021

Downloaded and filled in application should be sent along  
with a copy of on-line payment receipt for ₹ 100/-  
towards cost of application

## **PREFACE**

Greetings from the School of Distance Education. Learning as a continuous process has been receiving much encouragement and as a consequence, open learning has become the choicest mode of many.

This prospectus covers all important points pertaining to admission into various PG Diploma in Management. We advise you to go through the contents carefully and return the Application Form of Admission duly filled in within the prescribed date.

We are glad to inform you that Transfer Certificate and Migration Certificate need not be produced for admission.

The School will extend the possible co-operation and guidance to the learners in all academic matters. Further, we sincerely advise you to be in touch directly with the School, without seeking the assistance of private Organisations. We would be happy to clarify your doubts at every stage.

Visakhapatnam

**Prof. K. Visweswara Rao**  
Director

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## 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, Education  
M.A., (Eng), M.A.,(Edu), M.Phil,

### 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](http://www.andhrauniversity.edu.in)

(for updates)

## **CHAPTER - I**

### **SCHOOL OF DISTANCE EDUCATION :**

#### **A BRIEF PROFILE**

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

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

The School has been offering **48** Courses in total which include certificate courses, under-graduate courses, Diploma courses, PG Diploma Courses, PG Courses, Professional Courses in engineering, management, law and computer science. It has **25** Study centers spread over across the state of Andhra Pradesh.

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

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

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

## CHAPTER - II

### REGULATIONS AND SYLLABUS

***Eligibility for Admission :***

Pass in any Graduation other than BFA/BA (OL) from any University in India recognised by Andhra University.

***Medium of Instruction and Examination :***

ENGLISH only

***Duration of the Course :***

One Year only

***Fee Structure :***

**Rs ₹ 10,000/-**

**Counselling cum Contact Programme :** Counselling cum contact classes will be conducted on Sundays for 20 days at the Department of Commerce and Management Studies (DCMS), Andhra University, Visakhapatnam only. These programmes will be organized by utilizing the services of teachers within and outside the campus and also of executives from industry.

Examination Centres :

Year and Examinations will be held at the following centres:

1. Govt. Colleges for Men, Srikakulam
2. AKNU MSN PG Centre, Kakinada
3. Govt. Arts College, Rajahmundry
4. Syed Appalaswamy Degree College, Vijayawada
5. TSR & TBK Degree & PG College, Gajawaka, Visakhapatnam
6. School of Distance Education, Andhra University, Visakhapatnam

### **Course Structure :**

The Programme consists of the following 8 subject papers (including Project Report and Viva-Voce examination). The course structure is as follows.

Sl. No.	Subject Code	Subject Title	Internal assessment (Periodic assignments)	Year end Exams	Max. Marks
1.	101	Management Process and Behaviour	20	80	100
2.	102	Quantitative Techniques for Managerial Decisions	20	80	100
3.	103	Business Environment	20	80	100
4.	104	Accounting for Management	20	80	100
5.	105	Managerial Economics	20	80	100
6.	106	Managerial Communications	20	80	100
7.	107	Project work	---	---	100
8.	108	Viva-Voce	---	---	100

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

1. Assignments constitute the continuous evaluation which carry a weight age of 20% in each subject. There will be **two assignments for each subject**. The candidates should answer compulsorily both the assignments per subject and the average of two will be counted for the purpose of final result.

2. The main purpose of assignment is to test the students comprehension of the course material sent to him/her and also in helping him/her 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 the all respects. Incomplete answers bring poor marks. The assignments are to be submitted to the Director, SDE, AU., 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 throughly 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 be 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.
  - (a) Each Assignment is to be answered and submitted separately in a booklet form using A4 size white papers (one side only) 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.
  - (b) The responses should be in candidates own English handwriting. Print or types answers will not be accepted. After receiving the assignment from the candidate, the Office of the SDE will arrange to sent an acknowledgement thereon.
  - (c) The top of the first page of each assignment should consists of the following informaation

- a) Regd. No. : .....
- b) Academic Year : .....
- c) Study Centre : .....
- d) Course Code & Title: .....
- e) Assignment No. : .....
- f) Signature : .....
- g) Date : .....
- h) Name and Address : .....
- .....
- .....

.....

Since the Assignment Questions Papers are being changed every year, backlog candidates shall have to answer the current year assignment question papers and submit the assignments. Assignment submitted on the basis of previous years question papers will not be considered. Once the pass marks are obtained, the assignments cannot be resubmitted for improvement of marks/class.

## **PG DIPLOMA IN MANAGEMENT - GUIDELINES FOR PROJECT REPORT**

- 1) Every candidate shall choose an eligible project guide for selecting a topic for a Project work and also for guiding him/her in preparing the Project Report.
- 2) The eligible Project Guide shall be
  - a) Faculty of Department of Commerce and Management Studies, Andhra University, or
  - b) Academic counsellors of MBA Programme being offered by School of Distance Education, Andhra University, Visakhapatnam; or
  - c) Faculty of Depts. of Commerce & Management Studies of any other University recognized by Andhra University.
- 3) The Project Work shall be undertaken in any organization having a minimum of Rs. 100 Crore turnover or having atleast 500 employees.
- 4) The topic for the project report may be taken from the following suggestive list of areas or can choose any topic relevant to the Diploma Course and do the project work in consultation with the Project Guide.
  - i) Study of Organization Design / Organization Structure.
  - ii) Management practices in an organizations
  - iii) Leadership styles in an organization
  - iv) Organizational effectiveness
  - v) Operational performance of any Public Sector Enterprises including Banks and Insurance Companies
  - vi) Employee motivation in an organization
  - vii) Communication styles in an organization

- viii) Analysis of Financial Statement of an organization
  - ix) Pricing Policies of Public Sector enterprises.
  - x) Impact studies (sectoral) on the economic policies of Government
  - xi) Field Study / Empirical Study
- 5) The Candidate has to submit the Project Report on the date of Viva-Voce examination.

**Comprehensive Viva-Voce Examination :** Candidates who have appeared for the Year-End examinations of all papers 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.

**Lateral admission into MBA Programme :** The Successful candidates of P.G. Diploma in Management students are eligibel to get admission in to II Year of 3-Year MBA Programme under lateral entry scheme.

## SYLLABUS

### 101 - MANAGEMENT PROCESS AND BEHAVIOUR

Objective : The objective of the course is to introduce management concepts and process with a focus on leadership human behaviour in Organisations.

Unit-I : Management - Definition, Scope and Importance - Principles of Management - Functions of Management - Systems Approach to Management - Business Ethics, Corporate Government and Social Responsibility.

Unit-II : Planning - Nature, Purpose, Steps in planning - Management by Objectives- Planning Premises - Process of Decision Making - Decision Tree Analysis - Coordination.

Unit-III : Organising - Principles of Organisation - Span on Control - Delegation and decentralization - Empowerment - Line and Staff relations - Directing - Leadership Styles - Motivation Theories : Maslow, Herzberg, Vroom - Managerial Communication - Communication Styles - Models of Interpersonal Communication, Johari Window - Transaction Analysis - Process of Control.

Unit-IV : Organisational Behaviour - Emergence of OB - Personality, Values and attitudes - Learning Perception - Individual and Group Behaviour - Elton Mayo theory - Behavioural characteristics.

Unit-V : Organisational Change and Development - Change Process - OD interventions - Organisational Conflicts - Organisational Culture - Organisational Effectiveness.

Unit-VI : Case Studies.

#### *Suggested Readings :*

1. Mirza, S. Saiyadain, "Organisational Behaviour", Tata McGraw Hill Publishing Company Limited, New Delhi, 2003.
2. Field Luthans, "Organisational Behaviour," McGraw Hill Education (Asia), 2005.
3. Steven L McShane and Mary Ann Vou glinow, "Organisational Behaviour" Tata McGraw Hill Publishing Company Limited, New Delhi, 2005.
4. Angelo Kinichi and Robert Kreitner "Organisational Behaviour - Concepts Skills and Practices", Tata McGraw Hill Company Limited, New Delhi, 2006.
5. Harold Koontz Y & Henz Weihrich : Management.
6. James A.F. Stoner & R. Edward Freedom Management.
- 7 L.A. Allen; Management and Organisation.
8. Newman & Summer : The Process of Management.
9. Robbins SP, Organisational Behaviour.
10. Fiedler F.E., A Theory of Leadership Effectiveness.

## 102 - MANAGEMENT PROCESS AND BEHAVIOUR

Objective : The main objective of this course is to make the students familiar with the statistical and mathematical techniques and their applications in business decision making.

Unit-I : Functions, Linear, quadratic, Logarithmic and exponential functions - Permutations and combinations - Matrices - Solving system of equations with matrix methods - Differentiation and integration of sample functions and their applications.

Unit-II : Measures of central tendency - measures of dispersion - simple correlation and regression analysis - concept and applications of multiple regression.

Unit-III : Concept of probability - Probability rules - Joint and Marginal Probability - Baye's theorem - Probability distributions - Binomial, Poisson, Normal and Exponential Probability distributions.

Unit-IV : Sampling - Sampling distributions - Estimation - point and interval estimates of averages and proportions of small and large samples - concepts of testing hypothesis - one sample tests for testing mean and proportion of large and small samples.

Unit-V : Tests of two samples - tests of difference between mean and proportions of small and large samples - Chi-square test of independence and goodness of fit - Analysis of variance.

Unit-VI : Problem Exercises.

### *Suggested Readings :*

1. Levin and Rubin, Statistics for Management, Prentice Hall of India.
2. Levin, Krehbiel and Berenson, Business Statistics : A first course, Pearson Education Asia.
3. K.V. Sivayya and K. Satya Rao, Business Mathematics.
4. Zameeruddin, Khanna and Bhambri, ``Business Mathematics, Vikas Publishing House.
5. Shenoy, Sarma and Srivatsava, Quantitative Techniques for Management, New Age (International) Pvt., Ltd.
6. Amir D. Aezel & Sounderpandian, Business Statistics, Tata McGraw Hill.
7. C.R. Kothari, Quantitative Techniques, Vikas Publishers.
8. Anand Sharma, Quantitative Techniques for Decision Making, Himalaya Publisher, Mumbai.
9. N.D. Vohra, Ramjas College of University of Delhi, Quantitative Techniques in Management, Tata McGraw Hill.
10. Gupta & Khanna, Quantitative Techniques for Decision Making PHI.

## 103 - BUSINESS ENVIRONMENT

Objective : The objective of the course is to familiarize with the Business Environment both at national and international level that will influence managerial decisions.

Unit-I : Business Environment: Concepts of Significance - Economic Environment of Business - Socio-Cultural and Political - Legal Environment - Changing Role of Government - International Business Environment and WTO.

Unit-II : Structure of the Indian Economy: Structural Dimensions of Indian Economy - Structure of Indian Industry - Public Sector in India - Private Sector in India - Privatisation and disinvestment - Small Scale Sector in Indian - Sickness in Indian Industry.

Unit-III : Planning and Policies: Planning Goals and Strategies - Evolution of Industrial Policy - Regulatory and Promotional Framework.

Unit-IV : External Sector: India's Foreign Trade - Trade Composition, Trade Block - Foreign Capital and Collaborations - India's External Debt.

Unit-V : Economic Reforms Since 1991: Industrial Policy of 1991 - Economic Reforms; Liberalisation, Globalisation and Privatisation - Financial Sector Reforms - Fiscal Sector Reforms - Economic Reforms and Social Justice.

Unit-VI : Case Studies.

### *Suggested Readings :*

1. K.V. Sivayya & V.B.M. Das: Indian Industrial Economy; Sultan Chand Publications.
2. Agarwal ANN, Emergent Dimensions in Indian Environment, Asia Publishing House, Delhi.
3. Economic Survey, Government of India (Latest issue);
4. Wadhwa, Charan D, some problems of India's Economic Policy, TMH, ND.
5. Khan M.Y., Indian Financial Systems; Theory and Practice.
6. M. Adhikar: Economic Environment & Business Environment.
7. A. Das Gupta & N.K. Sen Gupta: Government and Business.
8. D. Amarchand Government and Business.
9. Sharma, S.D., Business Environment and Global Challenges, (Crown Size), 1998 256pp.
10. Aswathappa, Business Environment.

## 104 - ACCOUNTING FOR MANAGEMENT

Objective : The Objective of the course is to impart skills of principles and techniques of Accounting for Management.

Unit-I : Accounting Framework: Accounting Concepts and GAAP - Accounting cycle - Journal - Ledger - Trail Balance - Managerial Application of Accounting Information.

Unit-II : Understanding Financial Statements: Construction and Analysis of Profit and Loss Account - construction and Analysis of Balance Sheet - Common size and Comparative Balance Sheet.

Unit-III : Cost Management - Construction of Cost Sheet - Direct Costing and Indirect Costing - Absorption and Marginal Costing - Cost-Volume-Profit Analysis-Relevant Range - Break-even analysis.

Unit-IV : Cost Analysis for Decision Making: Standard costing and variance analysis - Differential Cost Analysis - Shut Down Cost Analysis.

Unit-V : Budgeting and Budgetary Control - Types of Budgets - Preparation of Budgets - Production Budget - Sales Budget - Cash Budget - Flexible Budget - Performance Budgeting - Zero Based Budgeting.

*Suggested Readings :*

1. Horngren, Charles T., Introduction to Management Accounting, PHI, NI.
2. Maheswari SNN, Management Accounting and Financial Control Mahavir Book Depot, Delhi.
3. Rober S. Kaplan and Anthony A. Atkinson: Advanced Management Accounting (PHI), New Delhi.
4. Bhatatosh Banaree; Financial Policy and Management Accounting The World Press, Calcutta.
5. Khan and Jain, Management Accounting.
6. Ramachandran & Kakani, Financial Accounting for Management, Tata McGraw Hill.
7. Ravi M. Kishore, Advanced Management Accounting. Taxmann's Publications.
8. Smith Jain, Management Accounting, Taxmann's Publications.
9. Colin Drudry, Management and Cost Accounting, Taxmann Publications.
10. Bhattacharya, Financial Accounting for Business Managers, PHI.

## 105 - MANAGERIAL ECONOMICS

Objective : The Objective of the course is to introduce basic concepts and techniques of Managerial Economics and comprehend student with vital devisions of business.

Unit-I : Concepts and Techniques: Introduction to Managerial Economics - Nature and Scope - Demand - Law of Demand - Demand Function - Elasticity of Demand - Determinants of Demand - Demand Forecasting - Theory of Marginal Utility - Indifference Curve Analysis.

Unit-II : Theory of Production - Production function - Isoquant Curves - Law of Returns - Production Function and Return to scale - Optimum combination of inputs - Cost-output relationships.

Unit-III : Maret Structure & Competition - Perfect Competition - Oligopoly - Duopoly - Monopoly and Monopolistic competition - Price output under different market structues - Pricing and Pricing objectives and methods.

Unit-IV : The Firm in Theory and Practice: Economic Theory of Firm - The Behavioural Theory of the Firm - Managerial Theories of the Firm - Profit - Objectives of Profit- Profit maximization Vs. Wealth maximization.

Unit-V : Business cycles - Money supply - fiscal policy - Monetary Policy - Inflation.

Unit-VI : Case Studies.

*Suggested Readings :*

1. Dean Joel, Managerial Economics, PHI, New Delhi. 2. Douglas Evan J, Managerial Economics, Theory, Practice & Problems; PHF, New Delhi. 3. Mote, V.C. Samuel Paul and GS Gupta, Managerial Economics - Concepts & Cases, TMH. 4. Wildsmith JR, Managerial Theories of the Firm (Martin - Robertson). 5. K.K. Seo, Managerial Economics, Richard D. Irwin Inc. 6. I.VC. Dhingra, Essentials of Managerial Economics - Theory, Applications and Cases - Sultan Chand, New Delhi. 7. Maheswari, Managerial Economics, PHI. 8. Peterson and Louis, Managerial Economics, PHI.



## 106 - MANAGERIAL COMMUNICATIONS

Objective : To Equip students with the necessary skills of communication for managing people in business.

Unit-I : Role of Communication in Business - Objective of Communication - The Process of Human Communication; Media of Communication (Written, Oral, Visual, Audio-Visual Communication, Silence) Listening skills, Non-verbal Communication; Cross-Cultural communication.

Unit-II : Managing Organizational Communication - Formal and Informal Communication - Inter-Personal Communication: Models for Inter-Personal Communication (Exchange Theory, Johari window, Transactional Analysis).

Unit-III : Intra-personal communication (role of motivation, perception and emotion in Inter-Personal Communication) - Communication Styles - Barriers of Communication - Gateways to Effective Interpersonal Communication.

Unit-IV : Business Writing Skills: Oral Presentation; Use of Technology in Business Communication.

Unit-V : Report Writing (Structure of Reports, formal and informal reports) (Case Study is compulsory in all Units).

### *Suggested Readings :*

1. Bovee, Thill and Schatzman, Business Communication Today, Pearson, New Delhi.
2. K. Khardwaj, Professional Communication, IK Int. Publ. House, New Delhi.
3. McGraw, Basic Managerial Skills of All, 5th ed. Prentice Hall of India.
4. Meenalshi Raman - Business Communication, Oxford University Press.
5. Lesikar I Flatley, Basic Business Communication, Tata McGraw Hill.
6. Wofford, Jerloff and Cummins Communication for Organizational effectiveness.

## CHAPTER -III

### GENERAL INSTRUCTIONS

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

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

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

#### ***Postal Address:***

7. All Correspondence pertaining to the School of Distance Education must be addressed to:

**The Director,  
School of Distance Education  
Andhra University  
Visakhapatnam – 530 003, Andhra Pradesh**

The student is particularly requested to note that the Office of the

School of Distance Education is different from the office of the Registrar, Andhra University, Waltair, Visakhapatnam.

***Mailing of Communications:***

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

***Identity Card:***

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

***Payment of Tuition Fees:***

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

***Remittances to the School:***

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

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

***Refund of Fee:***

12. In respect of those candidates whose applications for admission are rejected by the School for any reason, 10 per cent of the tuition fee besides admission and registration fee of ₹150/- will be deducted from the fee paid and the balance will be refunded. Candidate who submits application for admission and withdraws on his / her own will not be entitled for refund.
13. The employees of Andhra University including retired employees

and or their children/spouse are exempted from payment of tuition fee upto 50% on the production of service certificate from the Registrar.

Information relating to Examinations:

14. Examination applications are to be download from the University Website. [www.andhrauniversity.edu.in](http://www.andhrauniversity.edu.in)
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 candidate should be written in the column provided in the examination application form for easy reference. Information relating to the examinations such as last date for receipt of examination fee, etc., will be generally informed by the School. However, students are also advised to see notifications in the press issued by the Director, School of Distance Education, AndhraUniversity relating to such matters.
17. A candidate appearing for the examination for the first time shall pay the fee prescribed for the whole examination even if the candidates chooses to appear for some papers only.
18. Examination fee once paid will under no circumstances be refunded or held over for subsequent examination.
19. The examination center for the P.G. Diploma Course and Certificate Courses will be Conducted at Visakhapatnam only.

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

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

***Classification of successful candidates:***

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

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

First class	: Those who obtain 60 per cent and above but less than 70 per cent
Second class	: Those who obtain 50 per cent and above but less than 60 per cent
Third class*	: Those who obtain 40 per cent and above but less than 50 per cent

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

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

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

- (i) Candidates have to collect their hall tickets from the Chief Superintendent of the respective Examination Centers. Issuing of hall tickets will begin three days before the commencement of examinations.
- (ii) The School of Distance Education will arrange to dispatch marks statements and provisional certificate etc., to the candidates of the School of Distance Education who have fulfilled all the requirements as per the existing rules and regulations.
- (iii) If the candidate finds any delay in receiving the above he / she may write a letter to the Director regarding the non-receipt of the same.

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

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

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

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

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

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

	Fee for Duplicate	Fee for Triplicate	
* 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	for Triplicate Copy
* Consolidated Marks	₹ 600/- + ₹ 100/- for every belated year	₹ 800/- + ₹ 100/ for every belated year	₹ 1500/- + ₹ 200/- for every belated year
* Study Certificate	₹ 400/-	₹ 800/-	
Provisional Certificate	₹ 400/-	₹ 800/-	

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

#### **24. 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/-
- Duplicate Original Degree : ₹ 1600/- +  
100 per each belated year

(along with Police complaint and Notary Certificate Mandatory)

**Note:** The candidate should use the prescribed application form which can be obtained from the office of the School of Distance Education for

the issue of Degree in Advance. The payments towards prescribed fee for Degree Certificate is to be remitted through online payment copy and send the same to the Director, School of Distance Education, Andhra University, Visakhapatnam.

***Filling of Examination Application Form:***

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

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

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

***Transfer Certificate:***

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

***Address Slips:***

28. The candidates are required to enclose Three address slips along

with the application for admission. If there is any change in the address, again Three slips have to be sent to the School along with a covering letter.

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 Three months. If the period is less than that, they have to make their own arrangements for redirecting their correspondence to the correct address.

***Enquiries:***

30. The students can make enquiries regarding courses, examination particulars etc., at the Enquiry Counter and be Counseling center of the School of Distance Education and also at the nearest study center of the school or through telephone.
31. Enquiries will be attended to in the office from 10-00 a.m. to 5-00 p.m. on all working days.
32. The Second Saturday in every month is a holiday to the School. The school observes the State Government holidays.
33. The Students are advised to clear all their doubts of administrative and academic nature during the time of Personal Contact-Programme Classes.



## CHAPTER – IV

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

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

## CONTACT US

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

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

Legal Disputes

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

## AU SDE STUDY CENTRES - MOBILE NUMBERS

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

### SPOT ADMISSIONS

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

### Special Note:

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

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

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