

SCHOOL OF DISTANCE EDUCATION

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

ANDHRA UNIVERSITY



PROSPECTUS

with

(Application Form)

**PROFESSIONAL P.G. COURSES
(MHRM / LL.M)**

**Visakhapatnam - 530 003
(Andhra Pradesh)**

Phone : 0891-2754966 & 2844143

Cell : 98481 - 99155, 9963474714

Website : www.andhrauniversity.edu.in/sde

Downloaded application should be sent along with
a DD for ` 300/- together with admission fee.

**Price :by Hand : ` 250/-
by Post : ` 300/-**

July 2016

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ESPEE *Printers*

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 the many.

School of Distance Education has been catering to the requirements of learners seeking higher Education. The SDE is on the path of ensuring quality of its Educational services besides aiming to make the learners on its roles competitive.

This prospectus gives the details relating to Professional P.G. Courses - M.H.R.M and LL.M Courses being offered by the School. You are advised to go through the contents carefully before filling in your admission application form. We do not have any private agents. You can get clarifications if any required, directly from the staff of SDE, AU, on all working days.

Visakhapatnam

Prof. L.D. Sudhakara Babu
Director

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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 also started non-conventional one year P.G. Graduate Diploma courses in Translation, Environmental Studies and Functional 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., were offered from 2003-04 onwards.

During the Academic Year 2005 L.L.M, M.Sc. in Botany, Zoology, Physics and Organic Chemistry, B.E/B.Tech in Civil, Electrical, Electronics, Mechanical and Chemical Engineering branches were introduced. Further during the Academic Year 2006, MCA, MBA (Executive) and MHRM Courses were introduced. 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 Week-end 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 other places depending upon student enrolment.

STAFF PATTERN OF THE SCHOOL - TEACHING STAFF

DIRECTOR :

Phone No.
STD Code 0891

Prof. L.D. Sudhakara Babu, (2844277) Economics
M.A., Ph.D.

PROFESSORS :

01. Prof. P. Hrushikesava Rao, (2844167) Commerce
M.Com., Ph.D.
02. Prof. N.L. Narasimha Rao, (2844168) Commerce
M.Com., Ph.D.
03. Prof. V. Simmanna, (2844978) Telugu
M.A., Ph.D.,
S.P.G.D.I.S., P.G.D.I.F.E., P.G.D.I., P.G.D.I.T.L., D.I.H., D.I.T., D.I.U.,
04. Prof. K. Parameswara Rao, (2844984) Economics
M.A., Ph.D., D.A.S., P.G.D.T.
05. Prof. B. Mohini, (2844988) Hindi
M.A., Ph.D.
06. Prof. B.Raja Kumar, (2844989) Commerce
M.Com., B.Ed., Ph.D.
07. Prof. G.S.V. Prasada Raju, (2844995) Computer
Science
M.Tech., Ph.D.
08. Prof. P. Hariprakash, (2844993) Economics
M.A., Ph.D.
09. Prof. T. Nirmalajyothi, (2844994) Education
M.A., M.A., P.G, D.S.S., Ph.D.

ASSOCIATE PROFESSOR:

10. Dr. J. Ramu Naidu, (2844992) Economics
M.A., M.Ed., Ph.D., P.G.D.E.S.

ASSISTANT PROFESSORS :

11. Mrs. P. Vijaya Ratnam, (2844161) Education
M.A., M.A., (Ed)

ASSISTANT PROFESSORS (Contract) :

- | | |
|---|------------------|
| 12. Dr. G.Sri Ram, M.C.A., M.Tech. Ph.D. | Computer Science |
| 13. Dr. N. Komali Salomi, M.A., Ph.D., D.F | Social Work |
| 14. Dr. B. Radhika,
M.A. Edn., M.A.(Eng); M.A. (Phi). M.Phil., Ph.D. | Education |
| 15. Dr. K. Jayaram, M.Sc., M.Sc., M.Phil; M.Ed., Ph.D. | Education |
| 16. Dr. M. Sudarshana Rao, M.Sc., M.A.Edn., M.Phil; Ph.D | Education |
| 17. Dr. M.V. Mani Varma, M.Sc., M.B.A., M.Ed., Ph.D.PDF | Education |
| 18. Dr. K.Krishna Dorababu, Ph.D.P.G.D.E.S. | Geography |

OFFICERS :

- | | |
|---|------------------|
| 01. Smt Y. Anjana Devi, M.A. | Joint Registrar |
| 02. Sri T.Chitti Babu, MA(Edn.) | Deputy Registrar |
| 03. Smt. T.V. Satyavathi Devi, M.A. | Asst. Registrar |
| 04. Sri V.K.V.S.Nageswara Rao, B.Sc.B.Ed. | Asst. Registrar |

SUPERINTENDENTS :

- | | |
|--------------------------------------|---|
| 01. Sri M.Sreenivasa Rao, M.A., | Examinations-III |
| 02. Smt K.Kumari, M.A., B.Ed. | Examinations - I
&
Accounts Section |
| 03. Sri P. Appala Naidu, M.A., M.Com | Examinations- II |
| 04. Sri B.Bodanna, M.A., | Course Section |

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 | 0891-2844162 / 7702257811 |
| 04. P.G. Exams | 0891-2844164 / 9963474712 |

Website : www.andhrauniversity.edu.in/sde (for updates)

CHAPTER II
MASTER OF HUMAN RESOURCE MANAGEMENT
M.H.R.M

The School of Distance Education, Andhra University is offering P.G. Degree in Human Resources Management with effect from the Academic Year 2006-07 with the following objectives.

- a) Developing a sound theoretical base in various concepts and theories to enable the student to develop a broad perspective of the management field.
- b) Developing awareness and to sensitise about various issues of the Economic, Social, Political, Legal and Ecological Environment.
- c) Developing managerial skills in different functional areas of management with practical focus on behavioural skills.
- d) Developing the competence to evolve the problem solving approaches by applying conceptual and behavioural skills.
- e) Developing interpersonal competence and leadership qualities to work in a group with team building approach.
- f) Developing multi facets of the personality and to build self-confidence, and
- g) Developing a spirit for continual learning and innovation.

Medium of Instruction : English only.

Eligibility for Admission:

Any graduate other than BFA / BA (OL) of Andhra University or any other University recognized as equivalent.

Course of study :

The MHRM Programme is of two years duration and is offered in modular form. If a candidate completes all the first year requirements (both theoretical and practical components), he is eligible for the award of one year P.G. Diploma in Human Resource Management (PGDHRM). If the candidate continues in the course in the second year and completes all the requirements (both theoretical and practical) he is eligible for the award of two year Master of Human Resource Management (MHRM). Candidates who were already awarded one year Post Graduate Diploma in Industrial Relations and Personnel Management (HRM) in the past by the School of Distance Education, A.U., and wish to pursue MHRM degree, can take admission into the second year of MHRM course. However they have to appear in the First Year for Paper-II Principles of Management along with the Final Year papers.

Programme Structure :

The MHRM course being a professional programme, combines both theoretical instruction and practical exposure in industrial, business and service organizations. There shall be Seven theory papers, each carrying hundred marks. Besides there shall be two papers devoted for practical training and *vivi-voce*, each carrying hundred marks. The scheme of examination for the Post Graduate Degree in Master of Human Resource Management (MHRM) shall be as follows.

SCHEME OF EXAMINATION :

FIRST YEAR

Paper	Title	Marks	Duration of Examination
Paper 101	Human Resource Management	80+20	3 1/2 Hours
Paper 102	Principles of Management*	80+20	3 1/2 Hours
Paper 103	Labour Legislation & Case Law-I	80+20	3 1/2 Hours
Paper 104	organization Behaviour	80+20	3 1/2 Hours
Paper 105	Industrial Relations	80+20	3 1/2 Hours
Paper 106	Human Resource Development	80+20	3 1/2 Hours
Paper 107	Employee Welfare & Labour Administration	80+20	3 1/2 Hours
Paper 108	I) Project Report (Field work) A. i) Observation Visits ii) Government Agencies	50	
	B. Concurrent Field work	50	
Paper 109	Viva-voce (Comprehensive)	100	

* Those Candidates seeking lateral admission into Second Year MHRM have to take this paper additionally and pass in the examination to be conducted along with Previous Year candidates.

SECOND YEAR

Paper	Title	Marks	Duration of Examination
Paper 201	Strategic and International Human Resource Management	80+20	3 1/2 Hours
Paper 202	Business Environment	80+20	3 1/2 Hours
Paper 203	Labour Legislation & Case Law-II	80+20	3 1/2 Hours
Paper 204	Industrial Economics and Management of Technology	80+20	3 Hours
Paper 205	Research Methods and HR Skills	80+20	3 Hours
Paper 206	Management of Unorganised Labour	80+20	3 1/2 Hours
Paper 207	Information Technology and Human Resource Information Systems.	80+20	3 Hours
Paper 208	I) Project Report and Dissertation A. Block Field Work (Internship) B. Dissertation	50 50	
Paper 209	Viva-voce (Comprehensive)	100	

There shall be seven theory papers in the second year, each carrying hundred marks. Besides, there shall be two more papers 208 and 209 - Paper 208 comprises of two components namely Block Field Works and Dissertation carrying 50 marks each, whereas Paper 209 is on comprehensive *Viva-voce* carrying 100 marks. *Viva-voce* seeks to cover all the theory papers and field work in both the years.

The questions in various papers are set on either or basis as per the unit pattern. Sixth question is on the case discussion, which is compulsory (Wherever it is indicated in the syllabus). The marks for each question carriers shall be indicated in the paper. Each question carries 15 marks (15x5) in all papers where case discussions is not there-and where case discussion is compulsory, it carries 15 marks and other five questions carry 12 marks each.

Contact Programme :

Contact classes in the form of week-end classes on Sundays and personnel contact programme classes on consecutive days shall be arranged for a period of sixteen days in a year. Visits to industrial units for five days form part of personnel contact programme for which attendance is compulsory. The Candidates shall be informed about the dates of the programme and the centres where PCP classes are scheduled by the school. Only students who attend the observations visits are eligible to take the examination.

Assignments :

The assignments are designed for continuous evaluation of the student. In each paper the students are required to submit 2 assignments by answering the question papers given to them. The assignments carry 20 marks and the theory paper of the year-end examination carries 80 marks. The assignments are to be written in the candidates' own handwriting and submitted to the office of SDE as per the schedule informed to candidates. The candidate has to secure a minimum of 10 marks in assignments for a pass.

The main purpose of assignments is to test comprehension of the learning materials. The information given in the printed course material is sufficient for answering the assignments. However if the candidate has access to other books, he /she may make use of them. But the assignments are designed in such a way as to help the candidate concentrate mainly on the printed course materials and exploit personal experience.

Marks Qualifying for a Pass :

A Candidate must secure a paper minimum of (26 marks in theory examination) with an aggregate of 40 percent for a pass in each year. However incase of viva-voce and project report (field work) the pass minimum is 50 percent. A candidate has to secure a minimum of 10 marks in assignments per paper for a pass.

PROJECT / FIELD WORK REGULATIONS

First year :

A. Paper 108-(i) Observation Visits to industries :

1. Every student shall undertake a minimum of 4 visits out of 5 scheduled observation visits.
2. A visit shall be deemed to be complete only when the other integral parts of Orientation, visit and report submission as schedule are fulfilled.
3. Any student falling short of 4 visits shall make good along with the subsequent batch and the report evaluation shall be done along with the next year batch of students.
4. Each report shall be in candidates' own handwriting and certified by the Course Co-ordinator (SDE) before it is sent for valuation.
5. If there is any unsatisfactory certificate, the candidate shall not be permitted to submit the report for valuation. In such case, he/she shall submit the report after making good the deficiency along with the next year batch.

B. Concurrent Field work (Placement in organization for 21 days) :

1. Under this programme, a student shall be placed in industrial organizations and establishments for 21 working days continuously and the candidate shall maintain diary on-day-to-day basis duly attested and stamped by the officer in-charge of field work in the organization.
2. Each student shall attend a minimum of 20 out of 21 scheduled field work days, failing which the student shall repeat the same placement along with the next year batch.
3. A candidate shall submit a draft report for clearance to the officer in-charge at the respective organization and fair report along with rough draft and diary after approval in his own handwriting for valuation to the teacher in-charge of the course.
4. A student shall be deemed to have completed this requirement only after getting the satisfactory certificate from field work organization, officer in-charge / and teacher in-charge of the course.
5. If there is any unsatisfactory certificates from the organization guide/officer in-charge or Course Co-ordinator (SDE) the students shall be disqualified to submit the report for valuation. He shall make good with the next year batch.

Paper 109 Comprehensive Viva-voce :

1. No student shall be permitted to take up the comprehensive viva-voce examination, unless the candidate completes all the course requirements including examination and field work.
2. The viva-voce committee shall consist of
 - 1) Chairman, BOS, HRM
 - (2) Head, Dept. of HRM
 - (3) One external member
 - (a) Other University or (b) HR Manager from Local Industries.
 - (4) Course Co-ordinator, SDE
3. The viva-voce shall cover all the papers and field work content (Comprehensive Viva-voce).

Second Year

Paper 208 : Block Field Work (Internship) and Dissertation :

1. Under the programme, a student shall be placed in an Industrial Establishment having well established Personnel/Human Resource

Management Department for a continuous period of 45 working days. During this period of field work, each student is required to prepare a report as per schedule covering various areas of HRM and IR, and submit a Dissertation on a topic suggested by the organization in which the candidate is placed. The Dissertation shall be based on the empirical research.

2. Student's absence for a maximum of 2 days shall be condoned during this period. The student shall maintain a diary duly signed by the concerned Officer of the field work organization on a day-to-day basis and the same shall be submitted to the Course Co-ordinator (SDE) of the course.
3. Student shall be required to submit the dissertation part, after taking necessary guidance from an approved guide. The Block Field work (Internship) report shall carry 50 marks and the dissertation report of 50 marks.
4. A candidate shall submit the block field work project report along with the diary, duly certified by the guide / officer in-charge in the organization and the Course Co-ordinator (SDE).
5. A student shall submit a weekly report on each end of every week by certificate of posting or by courier to the course Co-ordinator (SDE).
6. The candidate is required to prepare dissertation project under the guidance of a teacher of any University or affiliated college, possessing Ph.D., degree with a minimum of three years teaching experience in the relevant field. (The bio-data of the teacher should be submitted in advance for approval). Not more than five candidates can be accepted by a guide.
7. The block field work report shall be submitted in student's own handwriting and the Dissertation shall be neatly typed / printed and submitted in a book form in time.
8. A student's report shall be accepted for valuation only after satisfactory Confidential Report from the organization, Guide / Officer in-charge and Course Co-ordinator (SDE).
9. Any absence over the permitted 2 days shall be made good by extension of the placement at the discretion of the organization and the Course Co-ordinator (here extension means continuation of the placement beyond the scheduled date).

Paper 209 : Comprehensive Viva-voce :

1. No student shall be permitted to take up the Comprehensive Viva-voce Examination, unless he completes all the course requirements including theory examinations and field work of the both the years.
2. The viva-voce committee shall consist of
 - 1) Chairman, BOS, HRM
 - (2) Head, Dept. of HRM
 - (3) One external member
 - (a) Other University or (b) HR Manager from Local Industries.
 - (4) Course Co-ordinator, SDE
3. The viva-voce shall cover all the theory papers and block fieldwork and dissertation.

Fees Structure :

First year - ₹ 8,000/- (payable at the time of admission)

Final year - ₹ 7,000/-

However in case of lateral entry candidates they have to pay an amount of ₹ 8,000/- at the time of admission.

CHAPTER - III

LL.M DEGREE

LL.M. through Distance Mode is a professional programme offered with the aim of meeting the aspirations of Practising Lawyers, Judicial Officers and others. The course is designed in accordance with the norms of U.G.C.

5.1 Medium of Instruction : English only.

5.2 Eligibility for Admission :

A Candidate should have passed Bachelor of Law (BL/LLB) from Andhra University or any other University recognized as equivalent thereto and they should reside in Andhra Pradesh. They need not submit (T.C) Transfer Certificate and (M.C) Migration Certificate for Admission into this course.

5.3 Intake and selection :

Seats are limited. Selection will be based on the marks obtained at the qualifying examination, Rule of reservation will be followed as per the University rules.

5.4 Duration of Course : The Course shall extend over a period of two years.

5.5 Course of Study :

LL.M. in the branch of "Labour, Capital and Law", shall consist of 4 core papers and 6 optional papers. The candidate has to study 3 core papers in the first year along with three optional papers. In the second, year the candidate is required to study one core paper with the remaining 3 optional papers and has to submit the dissertation. Details are as follows:

Assignments :

The assignments are designed for continuous evaluation of the candidates. In each subject the candidates have to submit one assignment by answering the Question paper given to them. The assignments carry 20 marks and year-end Theory examinations carry 80 marks. The assignments are to be written in candidates own handwriting and submitted to the SDE as per the schedule given.

The main purpose of assignments is to test the comprehension of the learning materials. The information given in the printed course material is sufficient to answer the assignments. However the candidates have to access other books/material in answering the assignments

First Year	Marks	
	Internal	Year of end
exams		
Core Papers		
Paper-I : Law and Social Transformation in India	20	80
Paper-II : Indian Constitutional Law : The New Challenges	20	80
Paper-III : Judicial Process	20	80
Optional Papers		
Paper-IV : Collective Bargaining and Trade Unions	20	80
Paper-V : Wages	20	80
Paper-VI : Industrial Adjudication	20	80

		Marks	
		Internal	Year of end
Second Year			
Core Papers			
Paper-I	: Legal Education & Research Methodology	20	80
Optional Papers			
Paper-II	: Law relating to Civil Servants	20	80
Paper-III	: Social Security Law	20	80
Paper-IV	: Agricultural Labour	20	80
Paper-V	: Dissertation		200

5.6 Week-end / Personal Contact Programme

Week-end / personal Contact Programme classes will be held for 15days in each year at A.U. Campus only. Attendance at the week-end / personal contact programme classes is compulsory and the candidates who fail to attend the classess will not be eligible to take the year-end examinations.

5.7 Dissertation

A candidate is required to work on a topic selected among the optional papers and submit a dissertation of not less than 120 pages. The candidate is further required to complete the dissertation work under the supervision of a teacher who is recognized to be a qualified guide as per the norms of the University. The Candidates is required to submit the disseration in the second year before appearing for the final examinations.

5.8 Qualifying Marks for a pass :

A candidate must secure a paper minimum of 40 percent in each paper with aggregate of 50 per cent in each year of examinations to secure a pass in the examination. However, in case of dissertation, the candidate has to secure a minimum 50 per cent marks.

5.9 Classification of successful Candidates :

First Class with discussion	Those who obtain not less than 70 percent
First Class	Those who obtain not less than 60 percent.
Second Class	Those who obtain not less than 50 percent.

5.10 Fee Structures :

Installment

First Year ` **7,000/-** (Payable at the time of Admission.)

Final Year ` **5,000/-** *as and when intimated

(*Including Examination fee for first appearance. However, the required examination fee has to be paid for subsequent appearances).

Course Co-ordinator

Prof. P.Hari Prakash

Contact Number

9848136624

CHAPTER - IV

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. However, in case of LL.M, candidates should reside in Andhra Pradesh.
2. Transfer Certificate and Migration Certificate need not to 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 student submitted along with the admission 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 as formulated by the school and/or by the University.
8. 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 note that the Office of the School of Distance Education is different from the Central Administrative Office, Andhra University, Visakhapatnam.

Mailing of Communications :

9. All communications and reading material will be mailed to the students by Express parcel post to the address of the students as per the records of the school. The students are advised to make necessary arrangements in their

respective delivery post offices at their end to get the delivery of different communications, reading materials from the school properly without delay. It is not possible for the school to own any responsibility for any postal mishap. However necessary arrangements may be made to provide another set of non-receipt/postal mishap if it is brought to our notice in time.

Identity Card :

10. 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 identity card will be issued on payment of ` 50/-

Payment of Tuition Fees :

11. The first year fees is payable at the time of admission.

The second year fee is to be paid on the date to be notified by the school.

Penal Fee will be levied if the tuition fee is not paid on or before the due date September 5th :

after due date with a fine of : ` 50/- up to October 5th
with a fine of : ` 200/- up to December 5th

Change of Elective Subject(s) :

12. The candidates who opt for a change in elective subject have to pay ` 300/-

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

Remittances to the School :

13. All the remittances to the School of Distance Education should be made through a crossed Demand Draft Drawn in favour of **Registrar, Andhra University, Visakhapatnam**, payable at Visakhapatnam. The name of the candidate, code number if already allotted and purpose of 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 :

14. 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 :

15. The employees of Andhra University and or their children/spouse are exempted upto 50 percent from payment of tuition fees on the production of service certificate from the registrar. The fee concession of 50 percent is also available to the children/spouse of retired employees of the University.

Information relating to examinations :

16. Examination applications will be mailed to the candidates who are on the

rolls of the School. In the case of former students of the School of Distance Education, the examination applications will be supplied on request only.

17. The candidates will not be permitted to take the examinations unless they clear all the dues to the school.
18. 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 and also visit website: www.andhrauniversity.info/sderelating to such matters.
19. i) 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.
ii) 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.
20. Examination fee once paid will under no circumstances be refunded or held over for subsequent examinations.
21. The centres of Examinations are given in the Examination application form. The candidates may choose any one centre given therein.

22. Classification of Successful Candidates :

The names of the successful candidates at the MHRM 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 |
| Third Class | : Those who obtain not less than 40 percent of the total marks |

Provision for Improvement :

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.

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 Rs. 1,000/- is to be paid towards improvement fee per year besides the usual examination fee.

Supplementary Examinations

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

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 candidate finds any delay in receiving the above, he/she may write to the Director regarding the non-receipt of the same. The letter to the Director should contain all the particulars of examination such as month and year of appearance, centre, Registrar Number etc., with Xerox copies of all marks memos.
- 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 copies or triplicate copies of the marks Statement/Provisional Certificate have to pay the following fees :

	For Duplicate Copy	For Triplicate Copy
Marks Statement	` 400/-	` 800/- Plus @ ` 100/- for every belated year
Provisional Certificate	` 400/-	` 800/-
Migration Certificate	` 1000/-	` 1500/- Plus @ ` 100/- for every belated year

(Police complaint along with Notary certificate)

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 Certificates to all the candidates of the School of Distance Education on payment of prescribed fee as under. For issue of Degree in Advance : ` 1000/-

- i) Old Degree as per the existing rates
(Revised after every convocation)
- ii) Duplicate Original Degree
` 1600/- plus ` 100/- For each belated year.

Note : The candidate should use the prescribed application form which can be obtained from the Office of the School of Distance Education for the issue of Degree in Advance.

The payment towards prescribed fee for Degree Certificate are to be remitted in favour of **Registrar, A.U., Visakhapatnam** through Demand Draft.

The Candidates have to enclose the Demand Draft to the prescribed application form for the Issue of Degree and send the same to the Director, School of Distance Education, Andhra University.

Filling of Examination Form :

25. The Candidate has to send the duly filled in Application Form with the Demand Draft drawn in favour of the **Registrar, Andhra University, Visakhapatnam** on or before the last date as specified in the examination notification. The candidate should note that the Application form contains Hall Ticket and Examination Application Form. Incomplete Applications 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 candidate 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 Registrar number, the examination centre 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 :

28. The Candidates are required to enclose 4 address slips along with the application for admission. If there is any change in the address, again 4 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.

Enquiries :

30. The student can make enquiries regarding courses, examination particulars etc. at the learner Interface of the School of Distance Education or at the nearest Study Centre of the School or through telephone 9848199155.
31. Enquiries will be attended to in Office from 10.00 am to 5.00p.m on all working days.
32. The School works for 6 days in a week second Saturday & Sunday are holidays. For other holidays, the school observes the State Government holidays
33. The students are also advised to clear their doubts of administrative and academic nature during the time of Personal Contact Programme / week end class programme.

CHAPTER - V
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.L.C./S.S.C/H.S. & M.P.S.L.C. Registrar.
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 fess 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) S.S.C. or equivalent Certificate (Date of Birth Evidence)
 - (c) 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).
 - (d) Receipt of payment of fee : Crossed Demand Draft.

- (e) Date of Birth Extract.
- (f) Identity Card is to be enclosed duly signed and photo affixed.
- (g) Four address slips duly filled-in are to be enclosed.

Note : For candidates who passed the qualifying examinations of other Universities/Board 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 also at the time of admission.

- i) Recognition Fee ` 300/-
- ii) 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 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.

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.

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