

ANDHRA UNIVERSITY



SCHOOL OF DISTANCE EDUCATION

PROSPECTUS

**UNDER - GRADUATE COURSES
(Academic Year Batch)**

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

Phones : 0891- 2844162, 2754966
Cell Phone : 98481 - 99155, 7702257811
website : www.andhrauniversity.edu.in/sde

Price : *By Hand* : ₹. 40/-
By Post : ₹. 80/-

Downloaded Application should be sent alongwith
D.D. for ₹.40/- together with Admission Fee.

January, 2016

Copies :

January 2016

PREFACE

Greetings and a Warm Welcome to the School of Distance Education.

This Prospectus gives an overview of different Under-Graduate courses being offered by the School. It covers all important points pertaining to admission into various Under-Graduate Courses and Certificate Courses of Study.

You are advised to go through these pages carefully and return the Application Form of Admission duly filled-in within the prescribed date. You may preserve this copy until you get your degree for guidance.

The School has no agents. Therefore you are advised 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.

The School will extend all possible assistance and guidance to you in all academic matters. Please note that **Transfer Certificate and Migration Certificate** are not required for admission into any course.

Prof. L.D. Sudhakara Babu

Visakhapatnam.

Director

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CHAPTER - I

SCHOOL OF DISTANCE EDUCATION : A BRIEF PROFILE

Distance Education emerged as an effective alternative 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 of Distance Education is run by experienced teachers and educational administrators who always strive to reach high academic standards. 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 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.

A student after admission into the School of Distance Education receives study material periodically in all the subjects, supplemented by Week-end-cum-Personal Contact Programmes 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 teachers will give an extensive review of the subjects and clarify the doubts of the students.

*** STUDY CENTRES :**

The School has 38 Study Centres located in different colleges. The Principals of the respective colleges are the Co-ordinators of the Study Centres. A senior teacher of the concerned College is nominated as the Assistant Co-ordinator of the Centre. The Study Centres are located in the following colleges :

01. S.K.B.R. College, Amalapuram
02. A.M.A.L.College, Anakapalle
03. D.N.R.College, Bhimavaram
04. Raja R.S.R. K.R.R. College, Bobbili
05. V.R.S. & Y.R.N.College, Chirala
06. Sir C.R.Reddy College, Eluru
07. A.C.College, Guntur
08. J.K.C. College, Guntur
09. R.G. Kediya College of Commerce, Near Chadarghat Bridge, Hyderabad
10. P.R.Government College, Kakinada
11. Silver Jubilee Govt. College, Kurnool
12. Noble College, Machilipatnam
13. Y.N.M. College, Narasapur
14. S.S. & N College, Narasaraopet
15. Government Degree College, Narasannapeta
16. Govt. Degree College, Narasipatnam
17. Sri Sarvodaya College, Nellore
18. C.S.R. Sarma College, Ongole
19. Government Degree College, Paderu
20. S.K.V.P. & Dr.K.S.Raju Arts & Science College, Penugonda
21. Government College, Rajahmundry
22. S.K.V.T. College, Rajahmundry

* Students are instructed to choose one of the above study centres as contact centres and indicate the choice in the application form vide (item 18).

23. Government College for Men, Srikakulam
 24. V.S.R. & N.V.R. College, Tenali
 25. Govt. Degree College, Tuni
 26. Satavahana College, Vijayawada
 27. M.R.(M) College, Vizianagaram
 28. Mrs. A.V.N. College, Visakhapatnam
 29. B.V.K.Degree College, Visakhapatnam
 30. TSR & TBK College, Gajuwaka, Visakhapatnam
 31. AKRG Degree & P.G. College, Nallajerla, West Godavari Dist.
 32. Ideal Degree College, Kakinada
 33. Govt. Degree College, Tekkali
 34. Sri G.C.S.R. College, Rajam
 35. Pragathi Degree College, Kothavalasa
 36. Bhaskar Degree College, Parvathipuram
 37. Govt. Degree College, Saluru
 38. Govt. Degree College, Palakonda.
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From among the above the study centers at Eluru, Guntur (AC College), Kakinada, Rajahmundry, Srikakulam, Vijayawada, Vizianagaram and Visakhapatnam (AVN College) are having full-fledged libraries equipped with both English and Telugu Medium Text Books for all the subjects that are being offered by the School. A full-time librarian is in-charge of each library. Students of the School of Distance Education may avail of the library facilities on all working days.

GYAN VANI :

Gyan Vani an educational channel run on co-operative principles funded by IGNOU, New Delhi is operated from April, 2002 onwards. Students can avail this facility on F.M.Channel (104.6 MHz) / from 6.00 p.m. to 10.00 p.m. and 6AM to 10 AM every day. It is available around 100 kms. radius of Visakhapatnam city.Students / Public can clarify their doubts in phone-in programme broadcast on second and fourth Friday of every month by Gyan Vani by dialling 0891-2568651 / 2568652 between 7.00 p.m. and 7.30 p.m.

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
M.Tech., Ph.D. Science
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. Sri G.Sri Ram, M.C.A., M.Tech. | Computer Science |
| 13. Dr. N. Komali Salomi, M.A.,Ph.D., D.F | Social Work |
| 14. Dr. B. Radhika, | Education |
| M.A. Edn., M.A.(Eng); M.A. (Phi). M.Phil., Ph.D. | |
| 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, M.A.(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.Srinivasa Rao, M.A. | Examinations-III |
| 02. Smt K.Kumari, | Examinations - I
&
Accounts Section |
| 03. Sri P. Appala Naidu, M.A., M.Com | Examinations- II |
| 04. Sri B.Bodanna, M.A., | Course |

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. U.G Admissions | 0891-2844162 / 7702257811 |
| 04. U.G. Exams | 0891-2844163 / 9963474712 |
| 05. Website : | www.andhrauniversity.edu.in/sde (for updates) |

CHAPTER - II
B.A. DEGREE

Medium of Instruction :

English and Telugu

Eligibility for Admission :

I Year : Candidates who have passed the qualifying examination such as Pre-University (One Year or Two Year Course of Andhra University) H.S.C., M.P.S.L.C of the Government of Andhra Pradesh, Intermediate Examination of the Board of Intermediate Education or Intermediate of AP Open School Society or 3 - year full time Diploma Course of State Board of Technical Education & Training, A.P. or any other examination of the State Boards or Universities recognised by the Andhra University as equivalent to the Pre-University Examination of the University.

(or)

Candidates passing the B.A. / B.Com. Entrance Examination conducted by this School are eligible for admission into B.A. or B.Com Degree course (or) Candidates passing entrance test conducted by any State or Central Universities are eligible for admissions in B.A. / B.Com Degree Courses

II Year: Those who appeared for the first year examination after studying in a regular college, in Andhra Pradesh only.

III Year : Those who studied first and second years in a regular college, in Andhra Pradesh only.

Note : *Candidates who wish to join in II / III years have to submit original Transfer Certificate issued by their earlier college along with the relevant attested copies of the marks statements, following other norms prescribed for it.*

II & III Year Admission :

The candidates have to submit their attested copies of

the marks memos. Admissions will be given on the basis of grades also. However, they have to apply to the University and get their grades converted into equivalent marks. Unless this is done, their results will not be announced.

Regarding Syllabus :

The candidates, who seek admission into II / III year of B.A. have to obtain complete information from the School of Distance Education about the papers they have to appear along with their backlog papers for converting into existing regulations in order to complete their degrees.

Duration of the Course :

The course of the study of B.A. shall extend over a period of three years.

Group Combinations :

Under Main I, II and III any one of the following Combinations could be selected :

1. History	Economics	Politics
2. History	Public Administration	Politics
3. History	Economics	Telugu
4. History	Politics	English
5. Public Administration	Politics	English
6. Economics	Politics	English
7. History	Politics	Telugu
8. History	Politics	Sociology
9. Public Administration	Politics	Sociology
10. Mathematics	Politics	Economics
11. Hindi	History	Politics
12. Politics	Economics	Geography*
13. Politics	Public Administration	Geography*

***Compulsory PCP cum Practical Classes for Geography.**

Course of Study :

Year-wise subjects / papers are given below :

Examination in each paper carries 100 marks and is of 3 hours duration.

- I Year** : Part I (i) English*
(ii) Telugu / Hindi / Sanskrit**
(iii) **Foundation Course - I**
- Part II (i) **Paper I of Main - I**
(ii) **Paper I of Main - II**
(iii) **Paper I of Main - III**
(iv) **Computer Course**
- II Year** : Part I (i) English*
(ii) Telugu / Hindi / Sanskrit**
- Part II **Environmental Studies**
Paper 2 of Main - I
Paper 2 of Main - II
Paper 2 of Main - III
Computer Course
- III Year** : Part I **Foundation Course - II**
Part II **Paper 3 and 4 of Main - I**
Paper 3 and 4 of Main - II
Paper 3 and 4 of Main - III

Candidates, who choose Political Science as group paper, have to choose one of the following papers under Paper-IV

** Please see Page No. 29, Para 11.

The Scheme of study is as follows :

Political Science :

Paper - IV : a) International Relations

(or)

b) Government and Politics in AP

Note : *The candidates have to choose one of the above papers under the Paper - IV and tick the same in the appropriate box in the application form*

- * There is an Internal Assessment component of 25 marks in case of General English Paper - I, w.e.f. the Academic Year 2013-14. The year - end examination shall be for 75 marks. The candidates have to submit assignments for 25 marks which will be based on the important topics of the year - end examinations.

Marks Qualifying for a pass :

A candidate shall be declared to have passed the examination at the end of first / second / third year if he / she obtains not less than 35 percent of marks in the above referred subjects.

Classification of Successful Candidates :

Successful candidates shall be placed in three classes on the basis of total marks secured by them in the examinations in the subjects held at the end of first, second and third years as follows, separately for Part I and Part II.

The first class consisting of those who obtain not less than 60 per cent, the second class of those who obtain not less than 50 per cent and the third class of those who obtain not less than 35 per cent.

I Year Tuition Fee includes :

- i) ₹. 50/- towards Registration Fee
- ii) ₹. 100/- towards Admission Fee
- iii) ₹. 300/- towards University Exemption Fee
- iv) ₹. 800/- towards Tuition Fee
- v) ₹. 300/- towards Stationery & Postage
- vi) ₹. 100/- towards Service Fee
- vii) ₹. 200/- towards Development Fee
- ₹. 1,850/- (Total fee for the candidates who passed PUC Exam of AU)
- viii) ₹. 100/- add towards Matriculation fee (for Inter or its equivalent candidates)
- ix) ₹. 80/- add towards Admission application cost (for B.A/B.Com. Entrance candidates)
- x) ₹. 300/- add towards Recognition fee (for other Universities or Board of Exams other than AP).

**** Note :** The total Fees payable at the time of 1st Year admission

- * **Candidates passing PUC Exam** = ₹. 1,850/-
- * **Candidates passing Inter Exam** = ₹. 1,950/-
- * **Candidates passing B.A. Entrance Exam** = ₹. 2,030/-
- * **Candidates belonging to other States** = ₹. 2,250/-

II & III Year Admission - cum - Tuition Fee :

- i) ₹. 50/- towards Registration Fee
- ii) ₹. 100/- towards Admission Fee
- iii) ₹. 300/- towards University Exemption Fee
- iv) ₹. 800/- towards Tuition Fee
- v) ₹. 300/- towards Stationery & Postage
- vi) ₹. 100/- towards Service Fee
- vii) ₹. 200/- towards Development Fee
- viii) ₹. 100/- towards Matriculation Fee
- ₹. 1950/-

Note : *Candidates of other Universities in other States are not allowed to take admission into II or III Year Courses.*

Tuition Fee :

II Year : ₹. 1200/-

III Year : ₹. 1200/-

Tuition Fee Particulars :

- i) ₹. 800/- towards Tuition fee
- ii) ₹. 300/- towards Stationery & Postage Fee
- iii) ₹. 100/- towards Service Fee

Any additional subject under Part-II after obtaining B.A :

Candidates can study any additional subject like Special English, Special Telugu, Special Hindi only, after obtaining B.A. degree from Andhra University only. Such candidates will be admitted into III B.A. and they have to pay ₹.2,500/- as fees for the course with effect from April 2011.

They have to submit the following certificates :

- (a) Two attested Xerox copies of the Original B.A. Degree.
- (b) Date of Birth Proof.
- (c) Two copies of recent passport size Photographs.
- (d) Crossed Demand Draft for ₹.2,500/- (in favour of the Registrar Andhra University, Visakhapatnam)
- (e) Identity Card duly signed by the candidate
- (f) Three self Address Slips (available in the last page of the prospectus).

CHAPTER - III
B.Com. DEGREE
(Revised Common Core Syllabus)

Medium of Instruction : English and Telugu

Eligibility for Admission :

I Year : Candidates who have passed the qualifying examination such as Pre-University (One Year or Two Year Course of Andhra University) H.S.C & M.P.S.L.C of the Government of Andhra Pradesh, Intermediate Education or Intermediate of AP Open School Society, 3-year full time Diploma Course of State Board of Technical Education & Training, A.P. or any other examination of the State Boards or Universities recognised by the Andhra University as equivalent to the Pre-University Examination of the University.

(or)

Candidates passing B.A./ B.Com., Entrance Examinations conducted by this school are eligible for admission into B.A. or B.Com., Degree Course. (or) Candidate passing entrance test conducted by any state or central universities are eligible for admission into BA / B.Com Degree Course.

II Year : 1) Those who appeared for the first year examination after studying in a regular college, in Andhra Pradesh.
2) Those who passed DCCP examination of 3 years duration conducted by State Board of Technical Education, Government of Andhra Pradesh.
DCCP candidates who are admitted into II Year B.Com., Degree have to take the following subjects of I year examinations also alongwith II year examinations.

Part I :1. Second Language 2. Foundation Course

Part II :1. Industrial Organization and Management
(In the Pre-revised syllabus)

III Year : Those who studied first and second years in a regular college, in Andhra Pradesh only.

Note : Candidates who wish to join II / III years have to submit original Transfer Certificate issued by their earlier college along with the attested relevant marks statements, following other norms prescribed for it.

Duration of the Course :

The course of the study of B.Com., shall extend over a period of three years.

Course of Study :

Year-wise subjects / papers are given below.

Examination in each paper carries 100 marks and is of 3 hours duration. The distribution of marks are given hereunder :

I Year : Part - I

	Marks Total
Paper 1 English*	100
Paper 2 Telugu / Hindi / Sanskrit**	100
Paper 3 Foundation Course - I	100

PART - II : CORE SUBJECTS

Paper 4 Financial Accounting	100
Paper 5 Business Economics	100
Paper 6 Business Organisation & Management	100
Paper 7 Fundamentals of Information Technology (Theory - 70, Practical-30) (70+30)	100
Paper 8 Computer Course	100

II Year : PART - I

Paper 1 English*	100
Paper 2 Telugu / Hindi / Sanskrit**	100

** Please see Page No. 29, Para 11.

PART - II : CORE SUBJECTS

	Environmental Studies	100
Paper 3	Financial Accounting - II	100
Paper 4	Business Statistics	100
Paper 5	Financial Services-Banking & Insurance	100
Paper 6	Taxation	100
Paper 7	Computer Course (Office Automation Tools)	100
III Year :	PART - I	
Paper 1	Foundation Course - II	100
	PART - II	
Paper 1	Corporate Accounting	100
Paper 2	Cost & Management Accounting	100
Paper 3	Business Laws	100
Paper 4	Auditing	100
Paper 5	Accounting - I	100
Paper 6	Accounting - II	100

* There is an Internal Assessment component of 25 marks in case of General English Paper - I w.e.f. the Academic Year 2013-14. The year - end examination shall be for 75 marks. The candidates have to submit assignments for 25 marks which will be based on the important topics of the year - end examinations.

* **Note :** *The Candidates have to attend Computer Practical Classes scheduled during the academic year. **Attendance at the programme is compulsory.** Absentees will not be allowed to appear for the Computer Practical Examination which carries 30 marks.*

The Scheme of study is as follows:

Marks Qualifying for a pass :

A candidate shall be declared to have passed the examination at the end of first / second / third year if he / she obtains not less than 35 percent of marks in the above referred subjects under Part I and Part II.

Classification of Successful Candidates :

Part I : Languages : Successful candidates shall be placed in three classes on the basis of total marks obtained by them after three years of study in all the subjects taken together separately in Part - I and Part - II as follows.

The first class consisting of those who obtain not less than 60 per cent, second class of those who obtain not less than 50 per cent and third class the of those who obtain not less than 35 per cent.

I Year Tuition Fee includes :

- i) ₹. 50/- towards Registration Fee
 - ii) ₹. 100/- towards Admission Fee
 - iii) ₹. 300/- towards University Exemption Fee
 - iv) ₹. 800/- towards Tuition Fee
 - v) ₹. 300/- towards Stationery & Postage
 - vi) ₹. 500/- towards Computer Lab Fee*
 - vii) ₹. 100/- towards Service Fee
 - viii) ₹. 200/- towards Development Fee
- ₹. 2,350/- (Total fee for the candidates who passed PUC Exam of AU)
- ix) ₹. 100/- add towards Marticulation fee (for Inter or its equivalent candidates)
 - x) ₹. 80/- add towards Admission application cost (for B.A/ B.Com. Entrance candidates)
 - xi) ₹. 300/- add towards Recognition fee(for other Universities or Board of Exams other than AP).

II Year Tuition Fee includes

- i) ₹. 800/- towards Tuition Fee
 - ii) ₹. 500/- towards Computer Lab Fee*
 - iii) ₹. 300/- towards Stationery & Postage
 - iv) ₹. 100/- towards Service Fee
- ₹. 1,700/-

* Computer Lab fee for I year computer practicals collected in two instalments.

III Year Tuition Fee includes

- i) ₹. 800/- towards Tuition Fee
 - ii) ₹. 300/- towards Stationery & Postage
 - iii) ₹. 100/- towards Service Fee
-
- ₹. 1,200/-

II & III Year Admission - cum - Tuition Fee :

- i) ₹. 50/- towards Registration Fee
 - ii) ₹. 100/- towards Admission Fee
 - iii) ₹. 300/- towards University Exemption Fee
 - iv) ₹. 800/- towards Tuition Fee
 - v) ₹. 300/- towards Stationery & Postage
 - vi) ₹.1000/- towards Computer Lab Fees
 - vii) ₹. 100/- towards Service Fee
 - viii) ₹. 200/- towards Development Fee
-
- ₹. 2,850/-

Note : *Candidates of other Universities in other States are not allowed to take admission into II or III Year Courses.*

**** Note :** The Total Fees Payable :

- * Candidates passing PUC Exam = ₹. 2,350/-
- * Candidates passing Inter Exam = ₹. 2,450/-
- * Candidates passing B.A./B.Com Entrance Exam = ₹. 2,530/-
- * Candidates belonging to other states = ₹. 2,750/-
- * In case of fresh admission into II year or III years = ₹. 2,850/-

CHAPTER - IV

CERTIFICATE COURSES IN COMPUTER

Courses Offered :

1. Certificate in Office Automation and Accounting
2. Certificate in Office Automation and Internet Technologies
3. Certificate in Office Automation and Multi - Media Technologies

Objective of the Course :

Certificate Courses are aimed at imparting Computer Literacy with lower end Programmes to help learners to gain skills in order to secure employment or seek self-employment.

Medium of Instruction : English

Eligibility for Admission (Educational Qualifications):

- (a). (i) Eligibility : A candidate should have passed Intermediate or its equivalent examination as recognized by Andhra University or a Pass in B.A/ B.Com., Common Entrance test for admission into Degree Courses conducted by School of Distance Education or any University under Open System.
- (ii) Total Seats : 200 Seats in each Course
- (iii) Admission
Procedure : Admission procedure is based on merit duly following rules of reservation
- (iv) Duration of
the course : 6 months

(b) Rules and Regulations for admission into the Certificate Course:

- (i) Duly filled-in Application for Admission along with relevant documents should be sent by registered post/delivered in person at the office of The Director, School of Distance Education, Andhra University, Visakhapatnam - 530 003 (AP), India, as specified. The candidate need not produce TC and MC.
- (ii) The Director, School of Distance Education, Andhra University reserves the right to reject the application of the candidate at any stage if : (a) The application is incomplete (b) The application is not signed and attested (c) The Candidate fails to satisfy the eligibility conditions (d) Any false or incorrect information is furnished (e) The entries in the application form are illegible (f) The application is received after the last date i.e. as notified. No correspondence whatsoever will be entertained with regard to rejection of application.

(c) Attested Xerox Copies of the Original Certificates to be enclosed to the Application :

1. 10th class marks list with Date of Birth.
2. Intermediate Pass Certificate

Course of Study

(a) Program Structure and Distribution of Marks :

Scheme of Instruction and Examination of Certificate Courses :

Office Automation and Accounting

Sub. Ref.No.	Name of the Student	No.of Sessions(60 Min) (Theory cum Practicals)	Maximum Marks
COAA-1	Office Automation (Theory cum Practicals)	30	100
COAA-2	Accounting Applications (Theory cum Practicals)	30	100
COAA-3	Project & Viva-Voce	---	100
	Total Marks		300

Office Automation and Internet Technologies

Sub. Ref. No.	Name of the Student	No.of Sessions(60 Min) (Theory cum Practicals)	Maximum Marks
COAA-1	Office Automation (Theory cum Practicals)	30	100
COIT-2	Internet Technologies (Theory cum Practicals)	30	100
COIT-3	Project & Viva-Voce	---	100
	Total Marks		300

Office Automation and Multimedia Technologies

Sub. Ref. No.	Name of the Student	No.of Sessions(60 Min) (Theory cum Practicals)	Maximum Marks
COAA-1	Office Automation (Theory cum Practicals)	80	100
COMT-2	Multimedia Technologies (Theory cum Practicals)	80	100
COIT-3	Project & Viva-Voce	—	100
	Total Marks		300

(b) Theory and Practical Classes during Personal contact Programme-cum - Practical Training : There shall be a personal contact programme cum practical training programme of 90 hours which will be conducted during the course of study in each Course. Attendance at **the Program is compulsory.**

(c) **Note on Project Work** : All the students have to submit a project work report, designed and developed with Creative Skills. The Project report should be submitted before the commencement of the theory examinations.

(d) **Conduct of Theory / Practical / Viva-Voce Examinations and announcement of results** : Examinations will be held at the end of the Course in the above three papers for Max.Marks-100 in each paper with a duration of three hours including theory and Practicals for Paper-I and Paper-II.

5. Course Fee Structure :

Nature of Fee	Fee Particulars
Registration Fee	50-00
Admission Fee	100-00
University Exemption Fee	100-00
Tuition Fee	500-00
Laboratory Fee	850-00
Stationary & Fee	100-00
University Development Fee	200-00
Service Fee	100-00
Examination Fee	300-00
Total Course Fee	₹ 2300-00

Note :

- (i) Total Fee must be paid at the time of admission.
- (ii) Fee once paid will not be refunded.

(6) Payment of Examination Fee :

The Examination fee for the Entire Examination will be ₹ 300.00 which is included in the Course Fee. While appearing for Individual Subjects the Examination fee will be as follows.

- (a) For one Subject : ₹ 80.00 + ₹ 100.00
- (b) For the whole examination : ₹ 300

(7) Marks Qualifying for a Pass :

A Candidate shall be declared to have passed the examination at the end of Examination if he/she obtains not less than 40% marks in the individual theory subject including Practical Examination as well as the entire Course marks put together. But the pass marks in the Project work Viva-Voce Examination is 50%.

(8) Classification of successful candidates :

The successful candidates in the Examination shall be arranged in four classes.

First Class with Distinction : Those who obtain 70 % and above

First Class : Those who obtain 60 % and above but less than 70%

Second Class : Those who obtain 50 % and above but less than 60%

Third Class : Those who obtain 40 % and above but less than 50%

(9) Provision for Improvement :

Candidates who obtained third or second class in the respective course may re-appear again for the same examination to improve their class by appearing for the whole examination with the existing regulations. Such re-appearances shall be limited to two chances only within two years after passing the examination.

CHAPTER - V

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. Candidate studying other courses are also eligible for admission into the School of Distance Education.
3. Candidates who passed the higher examination should not apply for lower examination.
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 fulfil all the requirements as mentioned in the application.
The original certificates of the students submitted along with the admission application form will be returned to the students by Registered Post as soon as the admission is over. However such of the original certificates which are required for record of the school will be retained and they will not be returned. Or the candidate may send xerox copies of the relevant pass certificate duly attested by the Gazetted Officer will be sufficient.
The first January is treated as the day of commencement of the Calender 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 Andhra University.
- 7. Guidelines for answering assignments**
 1. Assignment constitute the continuous evaluation which carry a weightage of 20 percent in General English paper. There will be one assignment I & II year. The candidates should answer compulsorily the assignment for I & II B.A. B.Com General English paper
 2. The main purpose of the assignment is to test the student's comprehension of the English material sent to him / her and also to help him / her in getting through the course. 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 is to be submitted to School of Distance Education, Andhra University before the due date. It is desirable that the student should retain a copy of assignment responses which he/she submits.

3. Answering Assignment :

While Answering Assignment :

- i) A student should read the assignment carefully and follow the specific instructions, if any.
 - ii) He / she has to study thoroughly the units on which assignments are based.
 - iii) He / she should note down relevant point of answers; rearrange those points in a logical order and draw a rough outline of answer. In respect of essay questions, introduction as well as conclusion should be given. The answer should be logical, **cohesive** and it should have clear connections between sentences and paragraphs. The answer should cover the main points of the question.
 - iv) Each assignment is to be answered and submitted separately in a booklet form using A-4 Size papers providing clear cut margins and sufficient space in between each answer. On the top of the first page of each assignment the required information be furnished invariably in the format given below.
 - v) The responses should be in candidate's own handwriting : **Printed or Typed answers will not be accepted.** Answers copied either from course material sent by the University or from the response sheets of other students or **Xerox copy of other's assignment will get zero marks.** After receiving the assignment from the candidate, the Office of the School of Distance Education will arrange to send acknowledgment thereon.
4. The top of the first page of each assignment should consist of the following information.
- a) Regd. No. : _____
 - b) Academic Year : _____
 - c) Study Center : _____
 - d) Course Code & Title : _____
 - e) Assignment No. : _____

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

5. The Candidates have to submit one assignment for I & II year English paper from the topic as given in the website www.andhrauniversity.edu.in/sde for which they are awarded the marks after evaluating the assignment.

From the **academic year 2013 - 2014** onwards, it was introduced to obtain assignments from the candidate in all UG Course offered in School of Distance Education for a maximum of 25 marks leaving theory component 75 marks.

Postal Address :

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 to 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 course 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 delivery post offices at their end to get the delivery of different communications, course 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 course material/ copy of communication etc., to the students if the issue of non - receipt/postal mishap is brought to our notice in time, depending on the merits of the case.

Identity Card :

10. 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/- during the course of study. (To show proper identification proof).

Payment of Tuition Fees :

11. The first year of tuition fee has to be paid at the time of submission of application for admission.

The II and III year tuition fee has to be paid on the dates notified by the School.

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

Upto 2 months after the due date : ₹. 50/-

After 2 months : ₹. 200/-

12. Those candidates who wish to study Tamil / Kannada / Urdu / Malayalam / Oriya / Bengali / French Language for second paper under Part I (ii) of B.A. / B.Com., may do so, provided they make their own arrangements for preparation in these subjects as the school provides study material only for Telugu / Hindi/Sanskrit. However, such option is not allowed in the case of group subjects.

The Candidate who selects a language not offered by the School is required to pay ₹. 100/- additionally along with the Admission fee.

Change of Elective Subjects (s) / Medium :

13. (i) The candidates who opt for a change in group subject in all courses and Second Language under Part I (i) in the case of B.A. / B.Com., have to pay the following fees ₹.300/-
- (ii) A candidate who would like to change the medium of instruction is required to pay an amount of ₹. 300/- for such a change.

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

Course Change Fee : ₹.1500/- (if eligible for another course)

Name Corrections :

If a candidate applies for any correction of his/her name it shall be done based on S.S.C / or equivalent examination record or B.A. / B.Com., Entrance Examination record as the case may be.

There shall be no fees if the candidate applies for it in I & II years of the study. However an amount of ₹.500/- is payable if the candidate

applies in the III year of study plus ₹.100/- for every belated year thereafter.

Re - admission Procedure :

The candidates who are not able to complete their degrees with the regulations under which they are admitted within the stipulated time period, may seek **re-admission** by paying an amount of Rs. 500/- towards re-admission fee along with dues and the prescribed fee for the Final Year (PG and UG, as the case may be), so as to complete their respective degrees under current regulations in force.

Such students after **Re-admission** is over can procure the material for the backlog papers on payment basis. However, the material of the year (final year) will be given free of cost after admission.

Equivalency conditions shall be applicable to such candidates seeking re-admission.

Remittance to the School :

14. All the remittances to the School of Distance Education should be made through a Crossed Demand Draft drawn in favour of **THE REGISTRAR, ANDHRA UNIVERSITY, VISAKHAPATNAM**, payable at Syndicate Bank, SDE Branch Visakhapatnam-3 (between 10.00 am - 1.00 pm and 2.00 pm - 4.00 pm on all working days, Saturday 10.00 am to 1.00 pm) or on any Nationalised Bank.

The name of the candidate, code number if already allotted and the purpose of the remittance should be clearly mentioned in the covering letter along with the Demand Draft. The name of the candidate and complete code number are also to be noted on the reverse side of the Demand Draft.

Any Bank challans (including Syndicate Bank), Cheques, M.O.s and Postal Orders will not be accepted.

Fee Refund :

15. 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.

Fee Concession :

16. The employees of Andhra University, including retired employees and or their children, spouse are exempted from payment of tuition fee

upto 50 per cent on the production of service certificate from the Registrar, Andhra University, Visakhapatnam.

The Visually Challenged students pursuing Degree and P.G. Courses through School of Distance Education, Andhra University be exempted from paying Registration & Admission Fee, Tuition fee and Examination Fee with effect from the Academic Year 2015 - 16 and onwards on submission of valid Medical Certificate. (Proceeding of the V.C. Dt 29-12-2015)

Information relating to Examinations :

17. Examination applications will be mailed to the candidates who are on rolls by the School. In the case of former students of the School of Distance Education the examination applications will be supplied on request only or can be downloaded from the university website. www.andhrauniversity.edu.in/sde.
18. **The Candidates will not be permitted to take the examinations unless they clear all the dues to the School.**
19. The Code Number of the 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, Andhra University or visit the university website periodically for such matters.
20.
 - (i) A Candidate appearing for the examination for the first time shall pay the fee prescribed for the whole examination even if the candidate wishes to appear for some papers only. Thereafter the candidate can appear for any part or parts or papers.
 - (ii) For the sake of First appearance for the University Examinations, there should be a clear gap of one academic year from year to year. However once the study period is completed the candidate can appear for I/II/III Year examinations together as the case may be, provided the candidate owes no dues to the school.
 - (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.
21. **Examination fee once paid will under no circumstances be refunded or held over for subsequent examinations.**

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

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

23. (i) **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.

(ii) The School of Distance Education will arrange to despatch 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 and year of appearance, centre, Register number 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 Triplicate Copy
* Marks Statement	₹. 400/- + ₹.100/- for every belated year	₹.800/- + ₹.200/- for every belated year
* Migration Certificate	₹.800/- + ₹.100/- for every belated year	₹.1200/- + ₹.200/- for every belated year

	for Original copy	for duplicate copy	for Triplicate copy
* Consolidated marks	₹.400/-	₹.800/-	₹.1500/-
	+ ₹.100/-	+ ₹.200/-	+ ₹.200/-
	for every belated year	for every belated year	for every belated year
	(Police complaint along with Notary certificate)		
* Study Certificate	₹. 400/-	₹. 800/-	
* Provisional Certificate	₹. 400/-	₹. 800/-	
	(In case of study certificate Duplicate (or) Triplicate not mentioned in the Proc. of the V.C. 27-12-10).		

Note : Candidates who wish to obtain Migration Certificate have to pay the necessary fee as mentioned above in favour of the Director 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 School of Distance Education on payment of prescribed fee as under:

***For issue of Degree in Advance : ₹. 1000/-**

(Plus ₹. 200/- for each belated year from the year of passing)

* **Duplicate Copy** ₹. 1600/- Plus ₹. 100/- belated

* **Triplicate Copy** ₹. 3200/- Plus ₹. 200/- belated

*** All the rates are subject to change.**

Note : The candidate should use the prescribed application form which can be obtained from the Office of the School of Distance Education or can be downloaded from the University website : www.andhrauniversity.edu.in/sde for the issue of Degree in Advance.

The payments towards prescribed fee for Degree Certificates are to be remitted in favour of "The Registrar A.U., Visakhapatnam through Demand Draft.

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

Filling of Examination Application Form :

25. The candidate has to send the duly filled in Application Form along with the Demand Draft drawn in favour of **The Registrar, Andhra University, Visakhapatnam - 530 003** on or before the last date as specified in the examination notification.

The candidate has to carefully go through the instructions given in the Application form before filling. The candidate should note that the Application Form contains the Hall-Ticket also. The signature of the candidate is necessary both in the Hall-Ticket and the Examination Application Form. Incomplete 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, 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 / subject(s) previously, he / she has to invariably note the previous pass/appearance particulars such as the year of passing, the Register number, the examination centre 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.

Transfer Certificate :

27. The candidates are not required to submit transfer certificate and migration certificates for admission into any course. Candidates desirous of obtaining T.C. from the School shall have to submit the date of birth evidence.

Address Slips :

28. The candidates are to fill 3 self address slips (last page of the prospectus) 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 the 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 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.

30. Special Instructions to Candidates seeking admission into B.A. / B.Com., after passing Entrance Examination.

a) Entrance Examination is only a qualifying Examination. Candidates who pass the examination are eligible for admission into B.A. or B.Com., course as the case may be in the School of Distance Education only.

The eligibility-cum- marks statement of B.A./ B.Com., Entrance Examination which is submitted along with the application for admission will not be returned to the candidates.

b) The candidates who have joined in the respective courses after passing the Entrance Examination are not eligible for transfer to any affiliated college. They have to continue the entire period of their Degree Course of study in the School of Distance Education only.

c) The candidates who are admitted into B.A./B.Com., Courses after passing the Entrance Examination are not eligible to get T.C. in the middle of the study period.

Enquiries :

31. The students can make enquiries regarding courses, examination particulars etc., at the Enquiry Counter of the School of Distance Education or at the nearest Study Centre of the School or through telephone 98481-99155 or 7702257821 or 7702257811.
32. Enquiries will be attended to in the office from 9-00 a.m. to 5-30 p.m. on all working days.
33. The School work for 5 days in a week. Saturday and Sunday are holidays. For other holidays the School observes State Govt. holidays.
34. The students are also advised to clear all their doubts of administrative and academic nature during the time of Personal Contact-Programme / Week-end class Programme.
35. Such of candidates under 'New Scheme Regulation' who have not completed their degree, have to convert to 'Common Core Scheme' regulations by following guidelines issued by the University vide press communique No. LI (2) / 2003 / 97 on 17.3.1998. (Please refer to University website : www.andhrauniversity.edu.in for the guidelines).

CHAPTER - VI
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 as 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.C. / & 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 attested copy of each original certificates are to be enclosed with the application form for the School record.
6. Application sent without tuition fees will be rejected. Incomplete applications will not be processed by the School and they will be rejected.
7. The following attested xerox copies of original certificate are to be enclosed along with the application form :
 - a) Provisional Certificate of the qualifying examination passed.
 - b) Two copies of recent photographs (pass port size of the candidate duly attested by a Gazetted Officer at the lower portion

of each photo. One is to be affixed to the application and the other to be enclosed.)

- c) **Receipt of Payment of fee** : Crossed Demand Draft.
- i) University employees / retired University employees have to enclose service certificate from the Registrar, Andhra University, Visakhapatnam if seeking fee concession.
- d) Date of Birth Extract. (Attested xerox copy).
- e) Entrance Eligibility - cum - Marks Statement in original in the case of candidates who passed Entrance Examination.
- f) Identity Card is to be enclosed duly signed and photo affixed.
- g) Three address slips duly filled-in are to be enclosed.
- h) Candidates seeking admission into B.A. / B.Com., after passing Entrance Examination of Andhra University are required to pay the following amounts in addition to the Fee.
- a) Matriculation Fee ₹. 100/-
- b) Cost of Admission Application ₹. 80/-
and Prospectus (by Post)

II. For candidates who passed Intermediate or P.U.C. :

Candidates seeking admission into B.A. / B.Com., courses who have passed the qualifying examination of Boards of Examinations of Andhra Pradesh are required to pay an amount of ₹. 100/- towards Matriculation fee in addition to the Fee. However, candidates who have passed P.U.C. Examination of Andhra University need not pay the aforesaid amount of ₹. 100/- towards Matriculation Fee.

III. For candidates who passed the qualifying examination of other Universities / Boards of Examination :

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

- | | |
|----------------------|----------|
| a) Recognition Fee | ₹. 300/- |
| b) Matriculation Fee | ₹. 100/- |

SPOT ADMISSIONS

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

School of Distance Education

Visakhapatnam

పరీక్ష అప్లికేషన్ నింపేటప్పుడు గమనించవలసిన ముఖ్యమైన అంశాలు :

- ❖ గుర్తింపు కార్డులో మీకు ఇచ్చిన అడ్మిషన్ కోడ్ నెంబరు పూర్తిగా వ్రాయాలి. అలా వ్రాయకపోతే పరీక్ష అప్లికేషన్ తిరస్కరించబడుతుంది.
- ❖ పరీక్ష అప్లికేషన్ ఫార్మ్‌లో ఇవ్వబడిన ప్రతీ కాలమ్ నింపాలి. అలా నింపని అప్లికేషన్ తిరస్కరించబడుతుంది.
- ❖ పూర్తి పేరు, ఇంటి పేరు పెద్ద అక్షరాల్లో విడివిడిగా వ్రాయాలి.
- ❖ పరీక్ష రాసే పరీక్షా కేంద్రం (కాలేజీ) పేరు, దాని కోడ్ నెంబరు విధిగా వ్రాయాలి.
- ❖ పుట్టిన తేదీని స్పష్టంగా (10వ తరగతి) సర్టిఫికేట్‌లో ఉన్న విధంగా లేక అడ్మిషన్ అప్లికేషన్‌లో నమోదు చేసిన విధంగా ఎలా ఉంటే అలా వ్రాయాలి. (అభ్యర్థులు తన పుట్టిన తేదీని ఒక డైరీలో వ్రాసి కోర్సు అయ్యే వరకు తమ దగ్గర ఉంచుకోవాలి).
- ❖ ఫీజులు చెల్లించే బ్యాంక్ డిమాండ్ డ్రాఫ్టు వెనుక అభ్యర్థి పేరు, అడ్మిషన్ కోడ్ నెంబరు, ఫీజు ఏ కారణం కొరకు చెల్లించింది విధిగా వ్రాయాలి.
- ❖ ఇంగ్లీషు మొదటి భాష, ఇది తప్పనిసరి, రెండవ భాష (ఉదా॥ తెలుగు, హిందీ) ఏది కావాలంటే దానిని అందుకొరకు ఇచ్చిన కాలమ్‌లో విధిగా వ్రాయాలి. గ్రూప్ పేపర్లు ఏ భాషలో వ్రాస్తారో కూడా విధిగా వివరించాలి.
- ❖ మీరు రాసే గ్రూప్ సబ్జెక్టుల పేర్లు, వాటి కోడ్ నెంబర్లు స్పష్టంగా వ్రాయాలి.
- ❖ పరీక్ష అప్లికేషన్‌తో ప్రధాన, నకలు హాలు టిక్కెట్లు జతపరచబడి ఉంటాయి. ఈ హాలు టిక్కెట్లలో అడ్మిషన్ కోడ్ నెంబరు, అభ్యర్థి రాసే ప్రతి పేపరు పేరు, దాని కోడ్ నెంబరు స్పష్టంగా వ్రాయాలి.
- ❖ మీరు మొదటి సంవత్సరం ఏ పరీక్షా కేంద్రం (కాలేజీ) లో వ్రాస్తారో అదే కేంద్రంలో మిగిలిన అన్ని పరీక్షలు కోర్సు పూర్తి అయ్యే వరకు వ్రాయవలసి వుంటుంది.
- ❖ మీరు పరీక్ష అప్లికేషన్ నింపేటప్పుడు, అంతకు ముందు రాసిన పరీక్షల రిజిస్టర్ నెంబర్లు పేపర్ల పేరు లాంటివి అందుకు ఉద్దేశించిన కాలమ్స్‌లో విధిగా వ్రాయాలి.

అలా వ్రాయని పరీక్ష అప్లికేషన్లు తిరస్కరించబడతాయి.

- ❖ మీ మార్కులు జాబితాల ట్రూ కాపీలు పాస్ / ఫెయిల్ అయినవే కాక ఆప్యెంట్ అయినవి కూడా కలిపి పరీక్ష అప్లికేషన్లు తప్పనిసరిగా జతపరచవలెను.
- ❖ మీరు ఇప్పుడు వ్రాస్తున్న పరీక్షకు అంతకు ముందు వ్రాసిన పరీక్షకు మధ్య ఒక సంవత్సరానికి మించి జాప్యం జరిగితే అందుకు గల కారణాల్ని వివరిస్తూ ఒక పూచీకత్తు (Undertaking) ఇవ్వాలి.
- ❖ మీ పరీక్ష అప్లికేషన్కు ఇతర పత్రాలు క్రింది ఇవ్వబడిన వరుస క్రమంలో రెండు, మూడు పేజీల మధ్యలో జతపరచాలి.
 1. బ్యాంకు డిమాండ్ డ్రాఫ్టు (సిండికేట్ బ్యాంకు లేదా ఏదైనా జాతీయ బ్యాంకు)
 2. గతంలో వ్రాసిన పరీక్షల మార్కుల జాబితాల ట్రూ కాపీలు
 3. మీరు వ్రాసిన ఉత్తరం లేక పూచీకత్తు
 4. రసీదు / కార్డు గుర్తింపు కార్డు కాపీ, హోల్ టీకెట్లు కొరకు మీరు ఎంపిక చేసుకున్న కాలేజికి (పరీక్ష ప్రారంభానికి మూడు రోజుల ముందుగా) వెళ్లి తీసుకోవలెను.
 5. రెండు ఎడ్రస్సు వ్రాసిన కవర్లు
 6. గుర్తింపు కార్డు జెరాక్స్ కాపీ
- ❖ పరీక్ష అప్లికేషన్ పంపేముందు దూరవిద్యా కేంద్రానికి చెల్లించవలసి ఫీజులు అన్నీ చెల్లించబడి ఉండాలి.
- ❖ విద్యార్థులకు ప్రత్యేక సూచన : మీరు దూరవిద్యా కేంద్రానికి చెల్లించిన ఫీజుల మొత్తం, అవి చెల్లించిన తేదీలు, డిమాండ్ డ్రాఫ్టులు తీసుకున్న తేదీలు, మరియు వాటి నెంబర్లు, ఫీజులు చెల్లించిన కారణాలు అన్నీ ఒక డైరీలో వ్రాసుకొని వుంచవలెను.

పై విషయాలన్నీ విద్యార్థులు కడు జాగ్రత్తగా చదివి అవగాహన చేసుకొని అప్లికేషన్ జాగ్రత్తగా నింపాలి.

డైరెక్టరు

REAPPEARANCE PROVISION

Candidates who are declared to have passed the Degree Examinations are permitted to reappear only theory examinations for the whole examinations in Part I or Part II of I, II or III Year(s), if they so desire for improvement of their class irrespective of their pass in examinations in full, subject to the following conditions.

- 1) Candidates shall not be permitted to reappear in individual subjects
- 2) Candidates shall be required to pay the amount prescribed towards the reappearance fee besides examination fee.
- 3) Candidates who have already secured First Class are not eligible to appear for betterment examination.
- 4) The candidates shall be permitted to retain their earlier better results or the later better results as the case may be without any clubbing.
- 5) The candidates shall be permitted to avail two chances within two consecutive years from the date of first registration of their final year examinations. Such candidates should be required to take the examinations as per the current regulations and syllabi in force.
- 6) The Candidate shall be permitted to appear either Part-I Whole (OR) Part-II Whole for I, II & III years.

** All the failed candidates are permitted to appear for the supplementary examinations.

*** Candidates are also eligible to appear for the instant examination, provided they have only one subject for the completion of the Degree in Third Year and must have already passed all the subjects in I & II years of Degree.

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.

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 US

Name & Address The Director, School of Distance Education, Andhra University Visakhapatnam - 530 003, AP, India.	Phones : 0891-2844142 0891-2550223 0891-2575745 Fax : 0891-2575752
Joint Registrar	7702257817
Deputy Registrar	9963474722
Assistant Registrar	7702257815
UG and Certificate Courses Admissions, Schedule of Classes and also B.Com./B.Sc., Practicals	E-I Section : 0891-2844162, 7702257811
UG Courses Examinations	E-II Section : 0891-2844163, 9963474712
P.G.UG Courses Admissions,MA Edn.& B.Ed. Addl. Methodology & MEd Admis. Schedule of Classes & Examinations	E-III Section : 0891- 2844164 7702257813, 9963474714
Diploma / PGDiploma/ ProfessionalCOU. MBA/MCA/MHRM/LLM Admissions, Schedule of Classes & Examinations	
Reading / Course Material	Course Material Section : 0891-2844145,7702257818, 9963474719
Revaluation / Instant Examination Results	Confidential Section 0891-2844158,9963474716
Accounts Section	0891-2844997,7702257820
Information regarding Fees dues, TC/PC/MC/OD/Study Certificates Markslists/ or Duplicates	Learner Interface : 0891-2844143 9848199155, 7702257821
General Information	Enquiry: 0891-2754966 or 9848199155 / 7702258721

Website : www.andhrauniversity.edu.in/sde

AU SDE STUDY CENTRES - CELL NUMBERS

S.No.		Cell No.
1.	Govt.College (Srikakulam)	7702257823
2.	M.R.College (Vizianagaram)	9963474724
3.	P.R.Govt. College(Kakinada)	7702257825
4.	Govt. Arts College (Rajahmundry)	9963474726
5.	C.R.R.College (Eluru)	9963474727
6.	Satavahana College (Vijayawada)	9963474728
7.	A.C. College (Guntur)	7702257829
8.	R.G.Kedia College of Commerce (Hyderabad)	7702257830

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 Distance Learning are not eligible for Scholarship.

RECORD OF FEE PAYMENT PARTICULARS

Name :

Code Number :

B.A./B.Com/ B.Sc.,	Amount	D.D.No.	Date	Name of Bank
Admission Fee Examination Centre Examination fee				
II Year : Tuition fee Examination Centre Examination fee				
III Year : Tuition fee Examination Centre Examination fee				
<i>(Candidates are advised to keep a record of payment of various fees to the School in the above Format)</i>				

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

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

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

