

**SCHOOL OF DISTANCE EDUCATION  
ANDHRA UNIVERSITY**



**PROSPECTUS**

**DIPLOMA AND  
P.G. DIPLOMA COURSES**

**Visakhapatnam - 530 003**  
**Andhra Pradesh**  
Phone : 2754966  
Cell No. 98481-99155  
[www.andhrauniversity.edu.in/sde](http://www.andhrauniversity.edu.in/sde)

**Price : By Hand : Rs. 40/-**

**By Post : Rs. 80/-**

**August, 2014**

Downloaded application should be sent along with  
a DD for Rs.40/- together with admission fee.

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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 many.

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

With the introduction of the Certificate, Diploma and P.G Diploma courses in diversified areas besides conventional Under Graduate and Post- Graduate courses in Arts, Commerce and Science subjects, we hope that our School is striving to cater to the growing needs of the society.

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

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

**Prof. L.D. Sudhakara Babu**

Director

Visakhapatnam

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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.

The School has been offering 49 Courses in total which include certificate courses, under-graduate courses, Diploma courses, PG Diploma Courses, PG Courses, Professional Courses in engineering, management, law and computer science. It has 34 Study centers spread over across the state of Andhra Pradesh as well as at New Delhi

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

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

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

#### **GYANVANI:**

Gyan Vani an educational channel run on co-operative principles funded by IGNOU, New Delhi is operated from April, 2002 on wards, Students can avail this facility on F.M. Channel (106.4MHz) from 6.00a.m. to 10.00 a.m. and 6.00 p.m. to 10.00 p.m. every day. It is available around 100 kms. radius of Visakhapatnam city. Learners can clarify their doubts in the phone-in programme which is broadcast every second and fourth friday from 7.00 pm to 7.30 pm.

## STAFF PATTERN OF THE SCHOOL - TEACHING STAFF

### DIRECTOR:

**Prof. L.D. Sudhakara Babu**, M.A. Ph.D Cooperation & Applied Economics

### PROFESSORS:

1. **Prof. P. Hrushikesava Rao**, M.Com., Ph.D. Commerce
2. **Prof. N.L. Narasimha Rao**, M.Com. Ph.D. Commerce
3. **Prof. V. Simmanna**, M.A., Ph.D. Telugu
4. **Prof. K. Parameswara Rao**, M.A., Ph.D., D.A.S., P.G.D.T. Economics
5. **Prof. B. Mohini**, M.A., Ph.D. Hindi
6. **Prof. J. Ramu Naidu**, M.A., M.Ed., Ph.D., P.G.D.E.S. Economics
7. **Prof. T. Nirmala Jyothi**, M.A., M.A., P.G.D.S.S., Ph.D. Education
8. **Prof. G.S.V. Prasada Raju**, M.Tech., Ph.D. Computer Science
9. **Prof. B. Raj Kumar**, M.Com., B.Ed., Ph.D. Commerce
10. **Prof. P. Hari Prakash**, M.A., Ph.D. Economics

### ASSISTANT PROFESSOR:

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

### ASSISTANT PROFESSORS (CONTRACT):

12. **Sri. G. Sri Ram**, M.C.A, M.Tech. Computer Science
13. **Dr. S.R. Subhani**, MA., Ph.D. Political Science & Public Admn.
14. **Dr. N. Komali Salomi**, MA., Ph.D., D.F. Social Work
15. **Dr. B. Radhika**, MA(Ed), MA(Eng), MA(Phi), M.Phil, Ph.D. Education
16. **Dr. K. Jaya Ram**, M.Sc.(Zoo), M.S.c(Psy), M.Ed.M.Phil, Ph.D . Education
17. **Dr. M. Sudarshana Rao**, M.Sc.(Zoo), M.A(Ed), Ph.D. Education
18. **Dr. M.V.Mani Varma**, M.Sc(Zoo), M.Ed., MBA, Ph.D. PDF Education

**DIPLOMA IN MUSIC****ADMINISTRATIVE STAFF**

- |                                    |                     |
|------------------------------------|---------------------|
| 1. Smt. Y. Anjana Devi, MA         | Joint Registrar     |
| 2. Sri M. Hema Naik, M.A.          | Deputy Registrar    |
| 3. Smt. T. V. Satyavathi Devi, MA, | Assistant Registrar |

**SUPERINTENDENTS :**

- |                          |                    |
|--------------------------|--------------------|
| Sri P. Appa Rao          | Examinations- I    |
| Sri M. Suri Babu         | Examinations - II  |
| Smt. U. Sujata Kumari    | Examinations - III |
| Sri V. Narasimha Rao     | Accounts section   |
| Sri K. V. G. S. Appa Rao | Course section     |

**LIBRARY :**

- |                                          |                   |
|------------------------------------------|-------------------|
| 1. Sri D. Yerraji Reddy, M.A., M.L.I.S.C | Library Assistant |
|------------------------------------------|-------------------|

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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 (106.4MHz) from 6.00a.m. to 10.00 a.m. and 6.00 p.m. to 10.00 p.m. every day. It is available around 100 kms. radius of Visakhapatnam city. Learners can clarify their doubts in the phone-in programme which is broadcast every second and fourth friday from 7.00 pm to 7.30 pm.

**CONTACT PHONE NUMBERS :**

- |                                       |                                                                                                    |
|---------------------------------------|----------------------------------------------------------------------------------------------------|
| 1. Learner Interface                  | 98481 99155 / 7702257821                                                                           |
| 2. Enquiry                            | 0891 - 2844143 / 2754966                                                                           |
| 3. U.G. Admissions                    | 7702257811                                                                                         |
| 4. U.G. Exams.                        | 9963474712                                                                                         |
| 5. P G Exams                          | 7702257813                                                                                         |
| 6. P G Diploma & Professional courses | 9963474714                                                                                         |
| 7. Web Site :                         | <a href="http://www.andhrauniversity.edu.in/sde">www.andhrauniversity.edu.in/sde</a> (for updates) |

**Eligibility for Admission :**

Candidates should have completed 15 years of age as on first July of the year of admission

**Duration of the Course : Two years**

**Medium of Instruction : Telugu**

**Personal Contact Programme Cum Practical Classes :**

Personal Contact Programme Cum Practical Classes of 14 days duration will be held in each year during the course of study.

**Course Fee :**

<b>I Year</b>		<b>Rs.</b>
Registration fee	-	50.00
Admission Fee	-	100.00
University Exemption fee	-	300.00
Tuition fee	-	1,050.00
Stationery & Postage	-	200.00
Development fee	-	200.00
Service Fee	-	100.00
		<b>2,000.00</b>
<b>II Year</b>		<b>2,000.00</b>

**DIPLOMA IN CONSUMER EDUCATION****Examination Pattern :**

Examination will be held at the end of the year in the four papers carrying 100 marks each for duration of three hours each.

A candidate shall be declared to have passed examination if he/she obtains not less than 30% in each of the theory papers and not less than 40% in each of the Practical papers.

For Classification - Please see General Instructions of prospectus

**Course of Study :****I Year :**

There shall be two Theory papers and two Practical papers.

Paper - I : Technical aspects of South Indian Classical Music	100 marks
Paper - II : Theoretical aspects of South Indian Classical Music	100 marks
Paper -III : Fundamentals of Classical Music-Practicals	100 marks
Paper -IV : Kritis and Others compositions - Practical	100 marks

**II Year :**

There shall be two Theory papers and two Practical papers.

Paper - I : Technical and theoretical aspects of South Indian Music	100 marks
Paper - II : Scientific and theoretical aspects of South Indian Music	100 marks
Paper -III : Compositions and Mano dharma Sangeetham - Practical	100 marks
Paper -IV : Advance Compositions and Mano dharma Sangeetham - Practical	100 marks

**Note :** All Practical classes will be taught only in **Vocal**. If a candidate wishes appear for a Practical examination in **Veena, Violin or Flute**, he or she may do so, but no special coaching will be offered.

**Medium of Instruction :**

The Medium of instruction shall be English.

**Duration of the Course :** Six Months

**Course of the Study :**

There shall be Four papers.

Paper - I	: Consumerism	100 marks
Paper - II	: Consumer Protection Laws	100 marks
Paper -III	: Consumer Protection Act, 1986	100 marks
Paper -IV	: Consumer and Society	100 marks

**Personal contact Programme :**

Personal Contact Programme of 10 days duration will be held during the course of study. Attendance at P.C.P is optional

**Course Fee :**

	Rs.
Registration fee	- 50/-
Admission Fee	- 100/-
University Exemption fee	- 300/-
Tuition fee	- 1,050/-
Stationery & Postage	- 200/-
Development fee	- 200/-
Service Fee	- 100/-
	<b>2,000/-</b>

**Marks Qualifying for a Pass :**

Examination will be held at the end of the Course in the four papers carrying 100 marks each for duration of three hours each.

A candidate shall be declared to have passed examination if he/she obtains not less than 35% in each paper.

**POST-GRADUATE DIPLOMA IN TRANSLATION**

The School of Distance Education of Andhra University introduced the Post Graduate Diploma in Translation (P.G.D.T.) from the year 1989 with the intention of imparting training to acquire proficiency in the official Language of the State - Telugu.

Medium of Instruction : **Telugu**

**Eligibility for Admission :**

Candidates who passed any degree examination of this University or any degree which is recognised by A.U. as equivalent thereto.

**Note :**

Only those who passed Hindi and Telugu at degree are eligible to choose optional paper IV(I)

Duration of the Course **One Year**

**Course of Study :**

There shall be three compulsory papers and one optional paper, each of three hours duration carrying 100 marks.

- Paper - I** : Theory of Translation and Standard Modern Telugu  
**Paper -II** : General Translation (from English to telugu and Telugu to English)  
**Paper - III** : Translation of Official Correspondence (from English to Telugu and Telugu to English)

**Paper - IV : Optionals :**

- i. Translation of Official Correspondence (From Hindi to Telugu and Telugu to Hindi)
- ii. Translation of Official Reports (from English to Telugu)
- iii. Translation of Codes (from English to Telugu)

The Candidate is expected to answer five questions out of ten, atleast two each Part in Paper - I, four exercises (3+1) out of ten in Papers - II, III and IV - (i) and one extract out of two in papers IV - (ii) and IV - (iii).

**పోస్టు గ్రాడ్యు డిప్లామా ఇన్ ట్రాన్స్లేషన్**

ఆంధ్ర విశ్వకళా పరిషత్తు స్కూల్ ఆఫ్ డిస్టెన్స్ ఎడ్యుకేషన్ లో 1988 సంవత్సరం నుంచి పోస్టు గ్రాడ్యుయేట్ డిప్లామా ఇన్ ట్రాన్స్లేషన్ (పి.జి.డి.టి) ను ఆంధ్రప్రదేశ్ అధికార భాషయైన తెలుగులో వైపుణ్యాన్ని సంపాదించడానికి ప్రవేశ పెట్టాలని నిర్ణయించింది.

**భోధనా భాష : తెలుగు**

**ప్రవేశార్హత :**

ఏ డిగ్రీ లోనైనా ఉత్తీర్ణులైనవారు అర్హులు

**గమనిక :**

నాల్గో పేపరు, ఐచ్ఛిక (1) ను ఎన్నుకోవడానికి డిగ్రీ స్థాయిలో హిందీలోను తెలుగులోనూ ఉత్తీర్ణులైనవారు మాత్రమే అర్హులు.

**కాలపరిమితి :**

ఒక సంవత్సరం

**కోర్సులోని అంశాలు :**

వరుసగా మొదటి మూడు పేపర్లు తప్పనిసరిగానూ, ఐచ్ఛిక పేపర్లలో ఏదేని ఒకదాన్ని వ్రాయవలసి వుంటుంది. ప్రతీ పేపరు కాలవ్యవధి మూడు గంటలు, మార్కులు 100

- ఒకటో పేపర్ : అనువాద సిద్ధాంతాలు, ఆధునిక ప్రామాణిక తెలుగు భాష  
 రెండో పేపర్ : సాధారణ అనువాదం (ఆంగ్లం నుంచి తెలుగులోకి తెలుగు నుంచి ఆంగ్లంలోకి)  
 మూడో పేపర్ : అధికారిక ఉత్తర ప్రత్యుత్తరాల అనువాదం (ఆంగ్లం నుంచి తెలుగులోకి తెలుగు నుంచి ఆంగ్లంలోకి)

నాల్గో పేపర్ : ఐచ్ఛికాలు :

1. అధికారిక ఉత్తర ప్రత్యుత్తరాల అనువాదం హిందీ నుంచి తెలుగులోకి తెలుగు నుంచి హిందీలోకి)
2. అధికారిక నివేదికల అనువాదం (ఆంగ్లం నుంచి తెలుగులోకి)
3. న్యాయచట్టాలనువాదం (ఆంగ్లం నుంచి తెలుగులోకి)

మొదటి పేపరు ఇచ్చిన పది ప్రశ్నల్లో ఏ అయిదింటికైనను కనీసం రెండు, ప్రశ్నలు ప్రతీ భాగం నుంచి ఎంపిక చేసికొని వ్రాయవలసి వుంటుంది. రెండు, మూడు, నాలుగులోని మొదటి ఐచ్ఛిక పేపర్లలో ఇచ్చిన పది అభ్యాసాల్లో ప్రథమభాగం నుంచి మూడు, ద్వితీయ భాగం నుంచి ఒకటి చేయవలసి వుంటుంది. నాల్గో పేపరులోని రెండు, మూడు ఐచ్ఛికాల్లో యిచ్చిన రెండు భాగాల్లో ఒకదాన్ని వ్రాయవలసి వుంటుంది.

**Contact Programme :**

Personal Contact Programme of two weeks duration will be held during course of study.

**Fee : Particulars :**

		Rs. Ps.
Registration fee	-	50-00
Admission Fee	-	100-00
University Exemption fee	-	300-00
Tuition fee	-	1400-00
Development & Service Fee	-	300-00
Stationery & Postage	-	300-00
<b>Total</b>		<b><u>2450-00</u></b>

**Note :** Candidates who have passed qualifying examinations of other Universities are required to pay the following amounts at the time of admission.

- i. Rs. 300/- towards Recognition Fee
- ii. Rs. 100/- towards Matriculation Fee

**వైయక్తిక అనుసంధాన బోధనా కార్యక్రమం :**

పాఠ్యంశ భాగాలు రెండు వారాల పాటు వైయక్తిక అనుసంధాన బోధనా తరగతులుగా నిర్వహించబడతాయి.

**రుసుం వివరాలు :**

	రూ. పై
: అ. నమోదు రుసుం	50 . 00
: ఆ. ప్రవేశ రుసుం	100 . 00
: ఇ. విశ్వవిద్యాలయ హజరు మినహాయింపు రుసుం	300 . 00
: ఈ. బోధనా రుసుం	1400 . 00
: ఉ. అభివృద్ధి మరియు సేనా రుసుం	300 . 00
: ఊ. స్టేషనరీ మరియు పోస్టేజి	<u>300 . 00</u>
<b>మొత్తం రుసుం</b>	<b><u>2450 . 00</u></b>

**గమనిక :**

ఇతర విశ్వవిద్యాలయాల్లో ఈ కోర్సులుకు తగిన డిగ్రీ అర్హత పరీక్షల్లో ఉత్తీర్ణులైన అభ్యర్థులు ఈ క్రింది మొత్తం కూడా చెల్లించవలసి వుంటుంది.

- అ. గుర్తింపు రుసుం రూ. 300/-
- ఆ. మెట్రిక్యులేషన్ రుసుం రూ. 100/-

## CHAPTER - V

### POST-GRADUATE DIPLOMA IN ENVIRONMENTAL STUDIES

Medium of Instruction :

*English*

#### Eligibility for Admission :

Candidate should have passed any degree examination of this University or any other University which is recognised by Andhra University as equivalent thereto.

#### Duration of the Course :

One Year

#### Course of Study :

There shall be 4 compulsory papers and one optional paper each of three hours duration carrying 100 marks.

Paper - I	- Man & Environment	- 100 Marks
Paper - II	- Environmental Pollution and Management	- 100 Marks
Paper - III	- Environmental Health, Education Law and Policy	- 100 Marks
Paper - IV	- Environmental Economics	- 100 Marks

#### Optional : \*

Paper - V	- Environmental impact Assessment, Audit and Environmental Problems of India	- 100 Marks
Paper - VI	- (i) Environmentalists Diary	- 50 Marks
	(ii) Viva-Voce	- 50 Marks

#### Contact Programme :

Personal Contact Programme of two weeks duration will be held during the course of Study. Laboratory and field visits for three days form part of the personal contact programme for which attendance is compulsory

\* No other optional paper is offered.

#### Tuition Fee :

	Rs. Ps.
a) Registration fee	- 50 - 00
b) Admission Fee	- 100 - 00
c) University Exemption fee	- 300 - 00
d) Tuition fee	- 1400 - 00
e) Development & Service Fee	- 300 - 00
f) Stationery & Postage	- 300 - 00
g) Laboratory and field visits	- 850 - 00
<b>Total</b>	<b><u>3,300 - 00</u></b>

**Note :** Candidates who have passed qualifying examinations of other Universities are required to pay the following amounts also at the time of admission.

- i. Rs. 300/- towards Recognition Fee
- ii. Rs. 100/- towards Matriculation Fee



CHAPTER - VI

**POST-GRADUATE DIPLOMA IN  
FUNCTIONAL ENGLISH**

**Eligibility for Admission :**

Candidate should be a graduate of this University or any other University which is recognised by Andhra University as equivalent thereto.

**Duration of the Course :**

One Year

**Contact Programme :**

Personal Contact Programme of two weeks duration will be held during the course of study. Attending the Contact Programs is not compulsory. Practical examination for Paper - I (Listening and Speaking ) will also be held at the end of examinations.

**Tuition Fee :**

	Rs.	Ps.
a) Registration fee	-	50-00
b) Admission Fee	-	100-00
c) University Exemption fee	-	300-00
d) Tuition fee	-	1400-00
e) Development & Service Fee	-	300-00
f) Stationery & Postage	-	300-00
<b>Total</b>		<b>2450 - 00</b>

**Note :** Candidates who have passed qualifying examinations of other Universities are required to pay the following amounts at the time of admission.

- i. Rs. 300/- towards Recognition Fee
- ii. Rs. 100/- towards Matriculation Fee

**Course of Study :**

There will be three compulsory papers and one optional paper

- Paper I - Communication Skill - I  
(Listening and Speaking)
- Paper II - Communication Skill - II  
(Reading and Writing)
- Paper III - Remedial Grammar
- Paper IV - OPTIONALS
- i. Business English
  - ii. Academic English

**Syllabus**

**Paper - 1**

**Communication Skills - I - Listening and speaking**

The nature of spoken English (Characteristics).

Need for good pronunciation.

Spoken English in India; R.P. and Indian English

Phonetic Scripts consonants & Vowels.

Consonant clusters.

Intonations, Stress and Stress - Shift

Weak forms and Rhythm

Mother - Tongue interference.

Developing listening skills during contact programme

**Exercises on :**

- 1) Ear - Training
- 2) Information transfer after listening to a cassette
- 3) Practice in vowels and consonants.
- 4) The use of pronunciation dictionary.
- 5) Dialogue

**Text Books :**

Bansal and Harrison :Spoken English in India.

**ELBS/EDWIN ARNOLD, 1972.**

(Maximum Marks : Theory 70 + Transcription - 10 & Viva -voce-20)

## Paper - II

### Communication Skills - I - Reading and Writing

#### Reading :

Max. Marks : 100

- 1) What is reading ... Decoding  
... Understanding literal meaning  
... Understanding Underlying meaning  
... Forming Evaluative Judgement
- 2) Speed & Comprehension
- 3) types of reading :
  - a) Reading aloud & Silent reading
  - b) Intensive reading, Extensive reading, Skimming and scanning Exercises.
- 4) From Non-verbal information (charts, diagrams) to verbal information.
- 5) Recognising paragraph Pattern.
- 6) Understanding the writer's purpose :
  - 1) The main ideas and supporting ideas
  - 2) Cause and effect.
  - 3) Special, chronological logical sequences,
- 7) Text-attack skills: Connectives and their functions reference in the text.

#### Writing :

- 1) What is writing : Punctuation, spelling, sentences, linking, devices, paragraphs
- 2) Style - Formal, informal, semi-formal;
- 3) Describing an object - people/places;
- 4) Reporting past events.
- 5) Describing a process.
- 6) Summarising.
- 7) Letter-writing
8. Reacting to a place of creative writing

**Text Book :** Reading - Grellet, F. Developing Reading Skills (CUP), 1981.

#### Text Books :

Writing - 1 Gosh, Moddy & Indira A course in Writing English.

2. Champa Tickoo & Jaya Sasikumar - Writing with a purpose, CUP, Delhi, 1979.

## Paper - III

### REMEDIAL GRAMMAR

Max. Marks : 100

1. Verb and Verb patterns, Auxiliary Verbs, non-finite and finite forms.
2. Time and Tense.
3. Nouns, Determiners and adjectives
4. Adverbials
5. Various concepts and ways of expression
6. Common Errors.

#### Text books :

1. As Honby - Guide to patterns of Usage in English, ELEC, CUP, 1975.
2. Thomas Elliot Berry - The most common Mistakes in English usage, Tate McGraw Hill Publishing Co., 1975.

## Paper - IV (Optional)

### 1. Business English

1. Business Communication : (written)  
Precis Writing and Summarising  
Note - Taking and expansion,  
Letter - Writing  
Business Letters, Official Letters, Letters for application,  
Letters to newspapers, Notes of invitation  
Report Writing  
use of graphics and tables
2. Business Communication (Oral)  
Telephonic Communication  
Employer - Employee,  
Employee - Customer  
Face-to-face communication

Employer - Employee  
Employee - Customer

### Paper - IV (Optionals)

#### 2. Academic English

1. **Essay Writing** : Parts of an essay, types of essays (Narrative, Descriptive, Reflective, Expository, Imaginative)

2. **Academic Discourses** :

Spatial relationship,  
Classification  
Definition  
Exemplification  
Comparison and contrast  
Cause and effect  
Interpretation of data

3. **research papers**:

Characteristics of a research paper  
steps in writing a research paper.  
The Library and other resources  
(Preliminary Bibliography, note taking  
Writing and outline

Beginning, body and ending of research paper Documentation (foot - notes, references and bibliography)

4. **Examination** :

Understanding questions, writing quickly, developing one's memory, revision.

**Text Books** :

1. Jordan; R.R. Academic Writing Collins, 1980
2. Study writing by Lizhanp-Lyons&Ben Heseley, Cambridge.
3. Technical Report writing : L. Chandramalee and Nain Tare McGrew Hill, 1979.
4. Modern Rhetoric : Published by Harcourt, Brace & World Inc.. 1949.
5. Writing Scientific papers : Maerc O' conter & Wood Ford, 1975.
6. the Structure of Technical English by J. Herbert, ELBS.

## CHAPTER - VII

### POST-GRADUATE DIPLOMA IN MANAGEMENT OF VOLUNTARY ORGANISATIONS

Medium of Instruction :

*English only*

**Eligibility for admission :**

Candidates in possession of any graduate degree of Andhra University or any other University recognised by Andhra University under 10+2+3+ or 1 1+2+3+ or 1 1+2+2 pattern are eligible for admission.

**Duration of the Course :**

**One academic year**

**Course of Study :**

The course consists of four papers, carrying 100 marks each and field work carrying 75 marks for record and 25 for viva-voce, as specified below.

- |             |                                        |
|-------------|----------------------------------------|
| Paper I :   | Perspective of Development and welfare |
| Paper II :  | Voluntary Organisations                |
| Paper III : | Management of Voluntary Organisations  |
| Paper IV :  | Project Management                     |
| Paper V :   | Field work and viva-voce               |

**Field work** : the field work consists of three components as detailed below.

- I Field work - 15 days (I Phase)
- II Field work - 10 days (II Phase)

1. **First Placement Report** :

Study of one Voluntary organisation over a period of 15 days covering atleast 10 of the following aspects

1. Profile of the organisation.
2. Objectives of the organisation.
3. Strategies/approaches of the organisation.
4. Staffing pattern and staff roles and functions
5. Programme objectives, planning, implementation and progress.
6. People's involvement in programmes - structure and role.
7. Overall impact of the programmes.
8. Case studies on two beneficiaries representing different programmes.

9. Sustainability and withdrawal process.
10. Funding sources and financial status
11. Organisations - Community interactions
12. Organisation - Government interactions
13. Network involvement and contribution.
14. Training systems of the organisations.
15. Future plans and vision.

Each component shall be present in the form of an exercise and each exercise carries FIVE marks.

### 2. Second Placement Report :

The student shall work for 10 days in an organisation, develop working knowledge and submit a comprehensive report on the organization. the report shall be around 25 pages in type. The placement report carries 25 marks.

**3. Viva - Voce :** At the end of the course the candidate shall take a viva - voce on field work. The viva carries 25 marks.

**Contact Programme :** Personal Contact Programme for 15 days duration will be held during the course of study. Personal Contact Programme is compulsory.

### Tuition Fees :

	Rs. Ps.
a) Registration fee	- 50-00
b) Admission Fee	- 100-00
c) University Exemption fee	- 300-00
d) Tuition fee	- 1400-00
e) Development & Service Fee	- 300-00
f) Stationery & Postage	- 300-00
g) Field visits	- 850-00
<b>Total</b>	<b><u>3,300 - 00</u></b>

**Note :** Candidates who have passed qualifying examinations of other Universities are required to pay the following amounts also at the time of admission.

- i. Rs. 300/- towards Recognition Fee
- ii. Rs. 100/- towards Matriculation Fee

## CHAPTER - VIII

### POST-GRADUATE DIPLOMA IN TRAVEL & TOURISM MANAGEMENT

Medium of Instruction :

*English*

### Eligibility for Admission :

Candidate should be graduate of this University or any other university which is recognised by Andhra University as equivalent thereto..

### Duration of the Course :

One academic year

### Contact Programme:

Personal Contact Programme and practical training programme of two weeks duration will be held during the course of study. The programme is **Compulsory**.

### Tuition Fees :

	Rs. Ps.
a) Registration fee	- 50-00
b) Admission Fee	- 100-00
c) University Exemption fee	- 300-00
d) Tuition fee	- 1400-00
e) Development & Service Fee	- 300-00
f) Stationery & Postage	- 300-00
g) Field visits	- 850-00
<b>Total</b>	<b><u>3,300 - 00</u></b>

**Note :** Candidates who have passed qualifying examinations of other Universities are required to pay the following amounts also at the time of admission.

- i. Rs. 300/- towards Recognition Fee
- ii. Rs. 100/- towards Matriculation Fee

### Course of Study :

There are four compulsory papers as follows :

1. Tourism in India - History & Development.
2. Tourism Management.
3. Travel Management
4. Accommodation Management.

**POST-GRADUATE DIPLOMA IN  
CO-OPERATION AND RURAL STUDIES**

The School of Distance Education, Andhra University, introduced the P.G.D.C.R.S. Course from the academic year 1983 - 84 with the intention of extending training facilities in Cooperatives to the untrained employees working in various Co-operative and allied institutions all over the Country. However With effect from the Academic Year 2007-2008, the course has been extended to fresh candidates also.

Medium of Instruction :

*English only\**

**Eligibility for Admission :**

Any Bachelors Degree other than B.F.A. and B.A. (OL)

**+Note :** Candidates who passed the qualifying examination of other Universities which are recognised by Andhra University under 10+2+3 or 11+2+3 or 11+2+2 pattern of education are only eligible for admission.

**Duration of the Course :**

The course of study for Post-Graduate Diploma in Co-operation and Rural Studies shall extend over period of one academic year.

**Practical Training :**

A Scheme of practical training will be drawn and intimated to all the candidates. The practical training includes the visits to the following types of Co-operative institutions in order to study their pattern of working.

1. Credit societies and Banks
2. Consumer's Co-operative Stores.
3. Producer's Co-operatives
4. Marketing Co-operatives

Attendance at the Practical Training Programme is **Compulsory**, and the candidates who fail to attend are not eligible to take University Examinations.

During the period of the programme the candidates have to visit 10 different types of Co-operatives in order to study the nature of their working and collect information according to the designed schedules which will be supplied to them. The candidates have to submit the following two types of records.

1. Record based on the visits to 10 Co-operatives during the Practical Training Programmed.
2. Records based on the detailed in-depth study of one Cooperative society.

**Contact Programme :**

Attendance at the programme is **Compulsory**. The candidates will be informed about the dates of the programme.

**Tuition Fees :**

		Rs. Ps.
a) Registration fee	-	50 - 00
b) Admission Fee	-	100 - 00
c) University Exemption fee	-	300 - 00
d) Tuition fee	-	1400 - 00
e) Development & Service Fee	-	300 - 00
f) Stationery & Postage	-	300 - 00
g) Practical Training Programme	-	850 - 00
<b>Total</b>		<b><u>3,300 - 00</u></b>

**Note :** Candidates who have passed qualifying examinations of other Universities are required to pay the following amounts also at the time of admission.

---

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

- i. Rs. 300/- towards Recognition Fee
- ii. Rs. 100/- towards Matriculation Fee

**Course of Study :**

The syllabus and scheme of examination of P.G. diploma in Co-operation and Rural Studies is same as is offered for the regular students in the Department of Economics, Andhra University, Waltair.

The following is the scheme of examination for the Post Graduate Diploma in Co-operation and Rural Studies. There shall be six papers/ Written Examination, each of three hours duration carrying 100 marks and 50 marks for the practical Records and 50 marks for Viva - Voce Test.

- Group I: 1. Rural Economics  
 2. Business Management with special reference to Co-operatives  
 3. Accountancy and Auditing.
- Group II: 4. Banking  
 5. Co-operation : Theory, History & Practice  
 6. Co-operative law & Administration (Legal Frame work of Co-operatives).
- Group III: 7. Practical Record and Viva - Voce test

The candidate has to write the examinations at Andhra University, Waltair and Viva-Voce test will be conducted soon after completing the written examinations.

A detailed syllabus with recommended text books and reference of the above subjects will be sent to the candidates after admission.

CHAPTER - X

**POST-GRADUATE DIPLOMA IN CONSUMER EDUCATION**

**Medium of Instruction :**

The Medium of Instruction shall be English.

**Eligibility for Admission :**

Candidate should have passed any degree examination of Andhra University or any other University recognized by Andhra University as equivalent thereto

**Duration of the Course :**

One Year

**Course of Study :**

There shall be 6 compulsory papers of three hours duration carrying :

	Marks.
Paper - I : Consumerism	100 marks
Paper - II : Consumer Protection Laws	100 marks
Paper - III : Consumer Protection Act, 1986	100 marks
Paper - IV : Consumer and Society	100 marks
Paper - V : Consumer Case Laws	100 marks
Paper - VI : Project Work	100 marks

**Contact Programme :**

Attendance at the Contact Programme is optional. Personal Contact Programmes of Two weeks duration will be held during the course of study. Laboratory and field visits form part of the personal contact programme.

	Rs. Ps.
a) Registration Fee	- 50 - 00
b) Admission Fee	- 100 - 00
c) University Exemption fee	- 300 - 00
d) Tuition fee	- 1400 - 00
e) Development & Service Fee	- 300 - 00
f) Stationery & Postage	- 300 - 00
g) Laboratory and Field Visits	- 850 - 00
<b>Total</b>	<b><u>3,300 - 00</u></b>

**Note :** Candidates who have passed qualifying examinations of other Universities are required to pay the following amounts also at the time of admission.

- i. Rs. 300/- towards Recognition Fee
- ii. Rs. 100/- Towards Matriculation Fee.

**Marks Qualifying for a pass :**

Examinations will be held at the end of the Course in the six papers carrying 100 marks each for duration of three hours each.

A candidate shall be declared to have passed examination if he/she obtains not less than 35% in each paper.

For Classification - Please see General Instructions of Prospectus

## CHAPTER -XI

### GENERAL INSTRUCTIONS

1. Any Qualified candidate within India can apply for admission into School of Distance Education. Admission is restricted to the candidates residing in India.
2. Candidates studying other Courses are also eligible for admission into the School. Transfer Certificate and Migration Certificate need not be submitted for admission.
3. Candidates after graduating from the School of Distance Education are eligible for higher studies as in the case of regular college students.
4. After enrolment, every student will be allotted a Code number, which he/she should invariably mention in all his/her correspondence with the School. Full Code Number including the period of study should be quoted in all the correspondence. Correspondence without code number will not receive attention.
5. The student will be admitted into the School on the assumption that the entries in the Admission application are correct and the student has to fulfill all the requirements as mentioned in the application.  
The original Certificates of the students submitted along with the application form will be returned to the student by Registered post as soon as the admission formalities are over. However such of the Original certificates which are required for record of the School will be retained and they will not be returned. The First of August is treated as the day of commencement of the academic year.
6. The candidates are required to abide by the rules and regulations that are in force and those that will come into effect from time to time as formulated by the School and /or by the University.

#### Postal Address:

7. All Correspondence pertaining to the School of Distance Education must be addressed to:  
**The Director,  
School of Distance Education  
Andhra University  
Visakhapatnam – 530 003, Andhra Pradesh**

The student is particularly requested to note that the Office of the School of Distance Education is different from the office of the Registrar, Andhra University, Waltair, Visakhapatnam.

#### Mailing of Communications:

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

#### Identity Card:

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

#### Payment of Tuition Fees:

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

#### Change of Optional Subjects :

The candidates who opt for a change in optional subject have to pay the following fees :

- a) After appearing for the exam : Rs. 300/-
- b) Without appearing even once : Rs. 300/-

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

#### Remittances to the School:

12. 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, China Waltair, Visakhapatnam-3 or any Nationalised Bank payable at Visakhapatnam.** The name of the candidate, code number if already allotted and the purpose of the remittance should be clearly mentioned in the covering letter along with the Demand Draft and sent to the Director, School of Distance Education, Andhra University, Visakhapatnam. **The name of the candidate and complete code number are also to be noted on the back of the Demand Draft.**

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

**Refund of Fee:**

13. 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 Rs.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.
14. The employees of Andhra University including retired employees and or their children/spouse are exempted from payment of tuition fee upto 50% on the production of service certificate from the Registrar.

**Information relating to Examinations:**

15. 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.
16. The Candidates will not be permitted to take the examinations unless they clear all the dues to the School.
17. 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 relating to such matters.
18. A candidate appearing for the examination for the first time shall pay the fee prescribed for the whole examination even if the candidates chooses to appear for some papers only.
19. Examination fee once paid will under no circumstances be refunded or held over for subsequent examination.
20. The examination center for the P.G.Diploma Course and Certificate Courses will be Conducted at Visakhapatnam only.

**Marks Qualifying for a pass :**

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

**Classification of successful candidates:**

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

First class with Distinction	: Those who obtain 70 percent and above
First class	: Those who obtain 60 percent and above but less than 70percent
Second class	: Those who obtain 50 percent and above but less than 60 percent
Third class*	: Those who obtain 40 percent and above but less than 50 percent

23. Candidates declared to have passed P.G Diploma Examinations obtaining third or second class may reappear again for the same examination to improve their class by appearing for all the paper (s) with the existing regulations. such reappearance shall be limited only to two chances within two years after passing the first examination from the date of first appearance.  
Such candidates are not required to cancel their earlier result unless they want to retain their later result.

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

24. (i) Candidates have to collect their hall tickets from the Chief Superintendent of the respective Examination Centers. Issuing of hall tickets will begin three days before the commencement of examinations.  
(ii) The School of Distance Education will arrange to dispatch marks statements and provisional certificate etc., to the candidates of the School of Distance Education who have fulfilled all the requirements as per the existing rules and regulations.  
(iii) If the candidate finds any delay in receiving the above he / she may write a letter to the Director regarding the non-receipt of the same.  
The letter to the Director should contain all the particulars of examinations such as month, year of appearance, center, Register number etc., With Xerox copies of all marks memos.  
(iv) The particulars of fee prescribed for the issue of Study Certificate / Migration Certificate/ Date of Birth Extract are as follows:

---

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



Migration Certificate : Rs.400/- (Rs. 100/- for every belated year.)

Study Certificate: Rs.200/- (Rs. 30/-) per every belated year)

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

Fee for	Duplicate Copy	Fee for triplicate copy
Marks Statement	Rs. 400/- (Rs 100/- for every belated year)	Rs. 800/-
Provisional Certificate	Rs. 400/-	Rs. 800/-
Migration Certificate	Rs.1000/- (Rs 100/- for every belated year)	Rs.1500/-

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

#### **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 : Rs.800/-  
ii) Duplicate original degree : Rs 1600 +  
Rs 100 per 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 payments towards prescribed fee for Degree Certificate is to be remitted in favour of the Registrar, Andhra University Visakhapatnam through Demand Draft and send the same to the Director, School of Distance Education, Andhra University, Visakhapatnam

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

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

Education, Andhra University, Visakhapatnam after complying with the objection that is raised.

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

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

#### **Transfer Certificate:**

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

#### **Address Slips:**

29. The candidates are required to enclose Three address slips along with the application for admission. If there is any change in the address, again Three slips have to be sent to the School along with a covering letter.  
30. Any change of address of a candidate should be intimated at least 15 days in advance by Registered Post to ensure prompt receipt of all correspondence from the School. Frequent changes of address cannot be entertained unless the period of stay at any place as per the change of address is for a period of Three months. If the period is less than that, they have to make their own arrangements for redirecting their correspondence to the correct address.

#### **Enquiries:**

31. The students can make enquiries regarding courses, examination particulars etc., at the Enquiry Counter of the School of Distance Education and also at the nearest study center of the school or through telephone.  
32. Enquiries will be attended to in the office from 10-00 a.m. to 1-00 p.m. on all working days.  
33. The Second Saturday in every month is a holiday to the School. The school observes the State Government holidays.  
34. The Students are advised to clear all their doubts of administrative and academic nature during the time of Personal Contact-Programme Classes.

## CHAPTER – XII

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

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

## CONTACT US

Name & Address The Director, School of Distance Education, Andhra University, Visakhapatnam - 530 003 Andhra Pradesh, INDIA.	Phones :0891 - 2844142 0891 - 2550223 0891 - 2575745 Fax: 0891 - 2575752
Joint Registrar	7702257817
Deputy Registrar	9963474722
Assistant Registrar	7702257815
UG and Certificates Courses' Admissions, Schedule of classes and also B.Com./ B.Sc. Practicals	<b>E - I Section :</b> 0891 - 2844162 77022 5781 1
UG Courses' Examinations	<b>E - II Section :</b> 0891 - 2844163, 99634 74712
PG Courses' Admissions, MA Edn. & B.Ed Addl. Methodology and MEd Admissions, Schedule of classes and Examinations	<b>E - III Section :</b> 77022 57813
Diploma / PG Diploma / Professional Courses/ - MBA/ MCA/ MHRM/LLM/ admissions schedule of classes and Exams.	<b>E - III Section :</b> 99634 74714
Reading / Course Material	0891-2844145, 77022 57818
Revaluation / Instant Examination Results	Confidential Section 0891 - 2844158, 99634 74716
Accounts Section	0891-2844997, 77022 57820
Information regarding Fees dues, TC/PC/MC/OD/Study Certificates/ Marks Lists or Duplicates	<b>Learner Interface :</b> 0891 - 2844143 98481 99155 / 77022 57821
General Information	<b>Enquiry:</b> 0891 - 2754966 or 98481 99155 / 77022 57821

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

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*

## STUDY CENTRE CELL NUMBERS

S.No.	Section	Cell No.
1.	AU SDE Study Centre (Srikakulam)	77022 57823
2.	AU SDE Study Centre (Vizianagaram)	99634 74724
3.	AU SDE Study Centre (Kakinada)	77022 57825
4.	AU SDE Study Centre (Rajahmundry)	99634 74726
5.	AU SDE Study Centre (Eluru)	99634 74727
6.	AU SDE Study Centre (Vijayawada)	99634 74728
7.	AU SDE Study Centre (Guntur)	77022 57829
8.	AU SDE Study Centre (Hyderabad)	77022 57830

### Spot Admissions

In order to help the students in getting admitted easily the School has started the Spot Admissions at select study centres. Students are advised avail this facility. they can come to the notified study centre with filled in applications forms with ass the enclosures and requisite fee (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.

### Special Note:

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

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

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

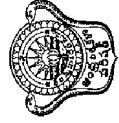
Name : .....  
.....  
Address : .....  
.....  
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.....Pin Code No. ....

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

Last date for receipt of filled - in application is :

Admission Application For P.G. Diploma / Certificate Courses

Sl.No.



Code No.

(For Office Use Only)

## School of Distance Education

**Andhra University, Visakhapatnam - 530 003.**

APPLICATION FOR ADMISSION INTO CERTIFICATE / DIPLOMA / P.G. DIPLOMA COURSE IN

.....  
(Please specify the Course)

- N.B.** 1. To be filled-in by the candidate  
2. Tick ( ) in relevant box ( ) where necessary

1. Name of the Candidate (in Block Letters) Surname

2. Date of Birth	Date	Month	Year	Affix Recent Passport Size Photograph Here
	In figures			
3. Place of Birth	In words			
	State	District		

4. Name of the Father :

5. Permanent Address Postal Address

email:  Phone No.

6. Personal Particulars : Male  Female  Married  Unmarried

7. Nationality :

8. Caste, Specify if : SC  ST  BC-A  BC-B  BC-C  BC-D

9. Name, occupation, address and income of Parent / guardian, state relationship

9. If candidate is employed : (V) Name and Address of the employer :

- i) Designation :  
ii) Total Salary :  
iii) Total Service to date :

10. Particulars of Equalizing examination

Name of the Examinaiton	Year and Month of Passing	Name of the University Board	Regular / Private	Reg. No.
A. Details of qualifying examinaiton passed	II Language	Group Subjects	Class obtained	% of Marks
	Name of Examination (s)	Years (s) of Passing	Reg. No.(s)	Optionals/ subjects

C. Name of address of the Institution last studied

Date of :  
admission :

Date of  
leaving :

11.P.G. Diploma in Translation.  
Optional paper which you propose to take :

1. Translation of Official Correspondence.  
(From Hindi to Telugu and Telugu to Hindi)

2. Translation of Official Reports (from English to Telugu)

3. Translation of Codes (From English to Telugu)

\* Note : Only those who passed Hindi and Telugu at Degree level are eligible to choose Optional Paper 1.

12. P.G. Diploma in Environmental Studies.

V Environmental impact assessment, Audit and Environment Problems of India

\* No other optional paper is offered

13. P.G. Diploma in Functional English

Optional Paper which you propose to take :

1. Business English

2. Academic English

14. Particulars of the fee paid :

D.D. NO. :

Date :

Amount in Rs.

(Rupees .....)

I hereby declare that all the information given above is true and I fully understand that my admission stands cancelled at any stage if it is discovered that I do not have the minimum prescribed qualification and / or any information supplied by me is found to be false and inadequate. Further, I undertake to be a disciplined student and abide by the orders issued from time to time by the authorities of the School and the University.

Place :

Signature of the Applicant

Date :

**Enclose the following with this Application in Original :**

- a. Degree / Provisional Certificate of the Qualifying Examination passed : (One attested copy also to be enclosed along with original certificate)
- b. Two copies of recent photographs (Passport Size of the Candidate duly attested by a gazetted officer at the lower portion of each photo. One to be affixed to the application and the other to be enclosed).
- c. Receipt of Payment of fee (crossed Demand draft only).
- d. Date of Birth Extract. (SSC Certificate original & Xerox copy)
- e. Identity card duly signed and photo affixed.
- f. Three address slips duly filled - in.

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

Candidates seeking admission into various courses who have passed the qualifying examination of other Universities are required to pay the following amounts also at the time of admission.

- i. Recognition fee ..... Rs. 300/-
- ii. Matriculation Fee ..... Rs. 100/-

**(For Office use only)**

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Verified by \_\_\_\_\_ Date of Admission

**DIRECTOR**