

**SCHOOL OF DISTANCE EDUCATION  
ANDHRA UNIVERSITY**

Copies :

August, 2014

**COMPUTER EDUCATION PROGRAMMES  
PGDCPA & COMPUTER CERTIFICATE COURSE**



**PROSPECTUS**

**ANDHRA UNIVERSITY, WALTAIR  
VISAKHAPATNAM, ANDHRA PRADESH**

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

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

PRICE : by hand - Rs. 40.00  
By post - Rs. 80.00

AUGUST, 2014

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## PREFACE

Greetings from School of Distance Education. Information Technology revolutionized all areas of activity in the contemporary society. Accordingly the requirement and the demand thereby for computer professionals has grown significantly. The Post Graduate Diploma in Computer Programming and Applications (PGDCPA) and Certificate Courses are designed with the objective of creating computer awareness among the professionals and specifically to cater to the needs of those who wish to acquire a fair degree of competence in computer programming skills. The diploma is offered with effect from the academic year 2000-01 and Certificate Courses are being offered from the academic year 2002-03.

Transfer Certificate and Migration certificates are not required for the candidate seeking admission into these P.G. Diploma and Certificate Courses.

The students are requested to be in touch directly with the SCHOOL OF DISTANCE EDUCATION and they need not seek the assistance of any private organization. The candidates are further instructed to send the application forms directly to the School by Registered Post only.

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

Visakhapatnam

Director

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**CHAPTER – I**  
**SCHOOL OF DISTANCE EDUCATION**  
**A REVIEW**

Distance Education is an accepted mode of education. This system is cost effective. It permits greater flexibility than conventional education. It is learner centered.

The School of Distance Education of Andhra University started functioning from 1<sup>st</sup> July, 1972, with B.A. and B.Com., degree courses under New Scheme with the approval of the University Grants Commission. The School introduced Admissions under open system into B.A. and B.Com. degree courses in 1976. Under this system, Entrance Examination is conducted for admission into B.A. and B.Com degree courses. No formal academic qualification is required to take the Entrance Examination. But the candidate should have completed 18 years of age.

The School of Distance Education is run by skilled 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. In order to supplement the training through the reading material the School will arrange Semester end personal contact programmes at selected centers to establish the missing link of direct contact between the teachers and pupil. 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. Computer Practical training is imparted during Personal Contact Programmes.

**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

### 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 |
|--|-------------------|

### **GYANVANI:**

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) |

## **CHAPTER – II**

### **PGDCPA Course**

**Objective of the Course :** PGDCA course is aimed at fulfilling the need to meet the demand of the learners who are interested in improving their computer skills and qualifications. The course is intended to provide the required skills relating to computer science and systems engineering at the post graduate diploma level so as to enable the learner to meet the academic and software industry requirements.

**Medium of Instruction : English**

#### **Eligibility for Admission (Educational Qualifications):**

- (a) (i) Eligibility : Any graduate of this university or any other university { other than B.A(OL ) and BFA } which is recognized by Andhra University as equivalent thereto.
- (ii) Admission Procedure : Admission is based on merit duly following rules of reservation
- (iii) Duration of the course : 1 Year (2 Semesters)

#### **(b) Rules and Regulations for admission into the 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 in our advertisement. However 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 as notified. No correspondence whatsoever will be entertained with regard to rejection of application.
- (iii) As per G.O.Ms.No.58/Social Welfare Department, Government of A.P. dt. 12.5.1999, the candidates claiming admission into this course under reserved quota meant for SC and ST are required to produce **integrated permanent community certificate.**
- (vi) Original Certificates and One Set of Xerox Copies to be enclosed to the Application:
1. Date of Birth proof. 2. Degree certificate and copies of all the Marks Lists. 3. Latest Caste Certificate. 4. Income Certificate of the Parent/Guardian. 5. Declaration by the candidate.

**Duration of the course : 1 Year (2 Semesters)**

**Course of Study:**

**(a) (Program Structure & Distribution of Marks)  
Scheme of Instruction and Examination of Semester – I**

Sub.RefNo.	Subject Code	No.of Sessions per Semester	Maximum Marks		
			Final Exam	Internals/Ses Total	
PGDCPA 1.1	Discrete Mathematical Structures	20	80	20	100
PGDCPA 1.2	Computer Organization	20	80	20	100
PGDCPA 1.3	Data Communications	20	80	20	100
PGDCPA 1.4	Language Processors	20	80	20	100
PGDCPA 1.5	Data Structures and Programming Methodology	20	80	20	100
PGDCPA 1.6	Data Structures Using- C (Lab)	-	-	-	50
PGDCPA 1.7	Software Laboratory(VB,Oracle)	-	-	-	50
Total Marks in 1 <sup>st</sup> Semester					600

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**Scheme of Instruction and Examination of Semester – II**

Sub.RefNo.	Subject Code	No.of Sessions per Semester	Maximum Marks		
			Final Exam	Internals/Ses Total	
PGDCPA 2.1	Data Base Management Systems	20	80	20	100
PGDCPA 2.2	Operating Systems	20	80	20	100
PGDCPA 2.3	Object Oriented Programming Systems	20	80	20	100
PGDCPA 2.4	Internet Technologies	20	80	20	100
PGDCPA 2.5	E-Commerce	20	80	20	100
PGDCPA 2.6	Internet Programming Laboratory	-	-	15	50
PGDCPA 2.7	Project (Viva-Voce)	-	-	16(Tutorial)	50
Total Marks In 2 <sup>nd</sup> Semester					600

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- (b) Theory and Practical Classes during Personal contact program -cum -Practical Training : There shall be a personal contact program - cum - practical training program of 15 days duration per each semester, which will be held during the course of study in each semester. **Attendance at the Program is compulsory.**
- (c) Note on Practical Classes: **Practical classes will be of 15 sessions for each laboratory in 1<sup>st</sup> Semester and 15 sessions in 2<sup>nd</sup> semester. All practical sessions will be held in selected centers as decided by the SDE. In these centers, the students will have the facility to use the computer software packages relevant to the syllabus.**
- (d) **Note on Project Work :** All the students have to submit a project work report, worked under the supervision of any one of the teachers with MCA/M.Sc., Software /B.E., / M.Tech (Computer) faculty members working in any of the University / University affiliated colleges. The Project report should be submitted before the commencement of the theory examinations.
- (e) **Conduct of Theory / Practical / Viva-voce Examinations :**  
All the theory and practical examinations will be conducted at the end of each semester at School of Distance Education, Andhra University, Visakhapatnam.

### Course Fee Structure :

Nature of Fee	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
Registration Fee	50	————
Admission Fee	100	————
University Exemption Fee	300	————
Tuition Fee	1600	900
Laboratory Fee	1200	750
Stationary & Postage	150-00	150
Project Work Fee	————	500
University Development Fees	200 - 00	————
Service Fees	100 - 00	————
Total Fee	Rs. 3700	Rs. 2300
Total Course Fee		Rs. 6000

Note:

- Fee must be paid at the beginning of each semester.
- Fee once paid will not be refunded.

#### Payment of Examination Fee:

The Examination fee for the Entire Examination will be RS.855/- for 1<sup>st</sup> Semester, for 2<sup>nd</sup> Semester 855/- While appearing for Individual Subjects the Examination fee will be as follows:

- For one Subject : Rs. 355/-
- For two Subjects : Rs. 605/-
- For Three or more subjects : Rs. 855/-

#### Marks Qualifying for a Pass:

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

#### Classification of successful candidates :

The names of the successful candidates in the PGDCPA Examination (Semester I and Semester II put together ) 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%.

#### Provision for improvement:

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

### CHAPTER–III Certificate Courses

#### Courses Offered:

- Certificate in Computer Automation And Accounting
- Certificate in Computer Automation And Internet Technologies
- Certificate in Computer Automation And Multi Media Technologies

**Objective of the Course:** Certificate Courses are aimed at imparting Computer Literacy with lower end Programs to help learners to gain skills in order to secure employment or seek self-employment.

**Medium of Instruction** : English

#### Eligibility for Admission (Educational Qualifications):

- (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/ Entrance test for admission into Degree Courses conducted by School of Distance Education or any University under Open System.
- (iii) Total Seats : 200 Seats in each Course
- (iv) Admission Procedure : Admission procedure is based on merit duly following rules of reservation
- (v) Duration of the course : 6 months

#### (b).Rules and Regulations for admission into the Certificate Courses :

- 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.
- Candidates seeking admission into these Certificate Courses should have Passed Intermediate or its equivalent examination as recognized by Andhra University or a Pass in B.A/B.Com/ Entrance test for admission into Degree Courses conducted by School of Distance Education or any University under Open System.
- 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.
- As per G.O.Ms.No.58/Social Welfare Department. Government of Andhra Pradesh Dt. 12.5.1999, the candidates claiming admission into this course under reserved quota meant for SC and ST are required to produce integrated permanent community certificate.

#### (iv).ORIGINAL CERTIFICATES TO BE ENCLOSED TO THE APPLICATION

- 10<sup>th</sup> class marks list with Date of Birth.
- Intermediate Pass Certificate.
- Latest Caste Certificate.
- Income Certificate of the Parent/Guardian.
- Declaration by the candidate.

Duration of the course : 6 Months

Course of Study :

(a) Program Structure and Distribution of Marks:  
Scheme of Instruction and Examination of Certificate Courses: Office Automation and Accounting

Sub.RefNo.	Name of the Subject	No.of Sessions(60 Min) (Theory cum Practicals)	Maximum Marks
COAA-1	Office Automation (Theory cum Practicals)	80	100
COAA-2	Accounting Applications (Theory cum Practicals)	80	100
COAA-3	Project & Viva-Voce	—	100
Total Marks			300

Scheme of Instruction and Examination of Certificate Courses: Office Automation and Multimedia Technologies

Sub.RefNo.	Name of the Subject	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
COMT-3	Project & Viva-Voce	—	100
Total Marks			300

Scheme of Instruction and Examination of Certificate Courses: Office Automation and Internet Technologies

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

- (b) Theory and Practical Classes during Personal contact Program – cum – Practical Training : There shall be a personal contact program cum practical training program of 90 hours 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 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 and one hour for Paper-III.

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 & Postage	100-00
University Development Fee	200-00
Service Fee	100-00
Examination Fee	300-00
Total Course Fee	Rs.2300-00

Note:

- Fee must be paid at the beginning of Course.
- Fee once paid will not be refunded.

## (6) Payment of Examination Fee:

The Examination fee for the entire Examination will be Rs.300.00 which is included in the Course Fee. For supplementary/ subsequent appearance, the exam fee will be as follows:

- |                                |            |
|--------------------------------|------------|
| (a) For one Subject            | : Rs.355/- |
| (b) For Two subjects           | : Rs.605/- |
| (c) For Three or more subjects | : Rs.855/- |

## (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 names of 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 – IV 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 of Distance Education.
3. 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.
4. 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.
5. 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.
6. The First of July is treated as the day of commencement of the academic year.
7. The candidates are required to abide by the rules and regulations that are in force and those that will come into effect from time to time as formulated by the School and /or by the University.
8. Candidates after graduating from the School of Distance Education are eligible for higher studies as in the case of regular college students.
10. Postal Address: 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.
11. Mailing of Communications: All 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.
12. Identity Card: The identity Card issued to the candidate will be sufficient for the purpose of identification for the entire period of study in this School. If the Identity Card is lost, a fresh identity card will be issued on payment of Rs.50/- and on production of satisfactory evidence from a responsible person to the effect that the original was lost. However, duplicate Identity Card will be



issued until the study period is completed.

13. Payment of Tuition Fees: The first installment of tuition fee has to be paid at the time of submission of application for admission. The second installment of tuition fee has to be paid before the date to be notified by the School. Lessons pertaining to 2<sup>nd</sup> semester will be dispatched only after receipt of 2<sup>nd</sup> term tuition fee. Mailing of lessons will be stopped to the defaulters until they pay the tuition fee dues to the School. In the Case of Certificate Courses the Total fee Shall be Paid at the Time of admission.

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

Up to 2 months after the due date : Rs. 50.00  
After 2 months : Rs.200.00

14. **Remittances to the School** : 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**. If the Syndicate Bank is not available the demand draft may be drawn in favour of the Registrar, Andhra University, payable at the State Bank of India, Andhra University Campus, Waltair, or any Nationalised Bank payable at Visakhapatnam in favour of the Registrar, Andhra University, Waltair. 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 back of the Demand Draft.

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

15. Refund of Fee: 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.

16. The employees of Andhra University and or their children add spouse are exempted from payment of course fee upto 50 percent on the production of service certificate from the Registrar. The fee concession is also available to the children/spouse and the retired employees of the University to the same extent.

17. Information relating to Examinations: Examination applications will be mailed to the candidates who are on rolls by the School. In the case of former students of the School of Distance Education the examination applications will be supplied on request only.

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.

20. A candidate appearing for the examination for the first time shall pay the fee prescribed for the whole examination though the candidate may not be able to sit for all the papers. There after the candidate can appear for any part or parts or papers.

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

22. The examination center for the P.G. Diploma Course and Certificate Courses will be intimated later.

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

- (i) Candidates have to collect their hall tickets from the Chief Superintendent of the respective Examination Centers. Issuing of hall tickets will begin three days before the commencement of examinations.
- (ii) The School of Distance Education will arrange to dispatch marks statements and provisional certificate etc., to the candidates of the School of Distance Education who have fulfilled all the requirements as per the existing rules and regulations.
- (iii) If the candidate finds any delay in receiving the above he / she may write a letter to the Director regarding the non-receipt of the same. The letter to the Director should contain all the particulars of examinations such as month, year of appearance, center, Register number etc.,
- (iv) The particulars of fee prescribed for the issue of Marks Statement, Provisional Certificate / Migration Certificate are as follows:
  - (a) Migration Certificate : Rs.400/- + @ Rs. 100/- for every belated year.
  - (b) Study Certificate: Rs.200/- + @ Rs. 30/- for 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. 800/-*
Provisional Certificate	Rs. 400/- Rs. (with one year only)	Rs.800/- (with one year only)
Migration Certificate	Rs.800/-	Rs.1200/- *

\* Rs 100/- for every belated year

**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.

24. Issue of Degree Certificate: The office of the School of Distance Education will arrange to issue the Degree

Certificates to all the candidates of School of Distance Education on payment of prescribed fee as under:

For issue of Degree in advance : Rs.800/-

i) Old degrees as per the existing rates (Revised after every convocation)

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. 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

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

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

27. Transfer Certificate: The candidates are not required to submit Transfer Certificate and Migration Certificates for admission into any course. Candidates desirous of obtaining T.C. should submit Date of Birth evidence.

28. Address Slips: The candidates are required to enclose Three address slips along with the application for admission. If there is any change in the address, again Three slips have to be sent to the School along with a covering letter.

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

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

31. Enquiries will be attended to in the office from 10-00 a.m. to 1-00 p.m. on all working days.

32. The School works for 5 days in a week Saturday & Sunday are holidays. For other holidays, the school observes the State Government holidays.

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

## CHAPTER – V

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

1. The application duly filled in together with all the required enclosures should reach the Director, School of Distance Education, Andhra University, Visakhapatnam – 530 003 by registered post on or before the date notified in the Press.
2. The candidate is required to mention clearly the course of study and year for which he / she is seeking admission into the School of Distance Education.
3. The name of the student as well his / her father / husband should correspond with those that are recorded in his / her matriculation certificate / S.S.L.C. / S.S.C. / H.S. / & M.P.S.L.C. Register.
4. The date of birth of the student should correspond with that as recorded in his / her Matriculation or that of an equivalent examination.
5. The required original certificates are to be enclosed with the application form. The original certificate will be returned to the candidate after the admission is given. One attested copy of each certificate must be enclosed for the record of the school.
6. Application sent without tuition fees will be rejected. Incomplete application will not be processed by the School and they will be rejected.
7. 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) for PGDCPA Course.
  - (b) Intermediate or equivalent certificate or Registered number, month and Year of appearance of B.A/B.Com Entrance Examination conducted by School of Distance Education, Andhra University in case of Certificate Courses.
  - (c) 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).
  - (d) Receipt of Payment of fee: (Crossed Demand Draft)
  - (e) Date of Birth Extract.
  - (f) University Employees/ retired employees of the university have to enclose service certificate from the Registrar, Andhra University, Waltair if seeking fee concession.
  - (g) Identity card is to be enclosed duly signed and photo affixed.
  - (h) Three address slips duly filled – in are to be enclosed.

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

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

## 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> 7702257813
Diploma / PG Diploma / Professional Courses/ - MBA/ MCA/ MHRM/LLM/ admissions schedule of classes and Exams.	<b>E - III Section :</b> 9963474714
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 : .....  
.....  
.....  
.....Pin Code No. ....

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

*Last date for receipt of filled in application is \_\_\_\_\_*  
Downloaded application should be sent along with a DD for Rs.40/- together with admission fee.



**SCHOOL OF DISTANCE EDUCATION**  
**ANDHRA UNIVERSITY, VISAKHAPATNAM**  
(FORM OF ADMISSION APPLICATION FOR REGISTRATION)

Latest pass port  
size(Bust)  
Photo of the  
candidate should  
be affixed here

NAME OF THE COURSE :  PGDCPA     COA -A     COA-MT     COA-IT     CERTIFICATE COURSE

PGDCPA	COA -A	COA-MT	COA-IT
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S.D.E. Code No. Of the Candidate

(Identity card Code No.)

1. Full Name in English (including Surname) : \_\_\_\_\_  
in Mother tongue : \_\_\_\_\_
2. Age & Date of Birth in Christian Era : \_\_\_\_\_
3. Present Address : \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone / Mobile : \_\_\_\_\_

4. Permanent Address: \_\_\_\_\_

5. Identification Marks: 1. \_\_\_\_\_

2. \_\_\_\_\_

6. Particulars of Qualifying Degree Examination already passed :  
i.e Intermediate / B.A, B.Com, B.Sc/ or Pass particulars of  
B.A /B.Com eligibility test for admission into Degree Courses  
conducted by School of Distance Education or any Universi-  
ties under Open System etc., (enclose one set of Xerox copies  
duly signed by the Gazetted Officer )

7. Reservation (Caste-Specify) : SC /ST / BC-A/BC-B/BC-C/BC-D/PHC/ Others

8. Fee Particulars    Amount Rs : \_\_\_\_\_    Demand Draft No : \_\_\_\_\_    Date: \_\_\_\_\_  
in words : \_\_\_\_\_

Station:

Date:

Signature of the Candidate

Director

School of Distance Education

Enclose the following with this Application in original and also one set of Xerox Copies duly attested by Gazetted Officer not below the Rank of Thasildar/MRO.

1. Original certificate of the Qualifying examination passed
2. Two copies of recent photographs (passport size of the candidate duly attested by Gazetted Officer at the lower portion of each photo. One to be affixed to the Application and the other to be enclosed)
3. Receipt of payment of fee (Crossed Demand Draft)
4. Date of Birth Extract (S.S.C. Certificate Original and Xerox copy)
5. University employees / retired employees of the University have to enclose Service Certificate from the Registrar, Andhra University, Visakhapatnam, if seeking fee concession.
6. Identity card duly signed and photo affixed.
7. Three address slips duly filled-in.

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### **Declaration**

I herewith declare that I will abide to all the rules and regulations of the School of Distance Education, Andhra University, Visakhapatnam which will be enforced from time to time.

Signature of the Candidate

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#### **For Office Use only**

Verified by

Clerk	Supdt	Course co-ordinator	Director